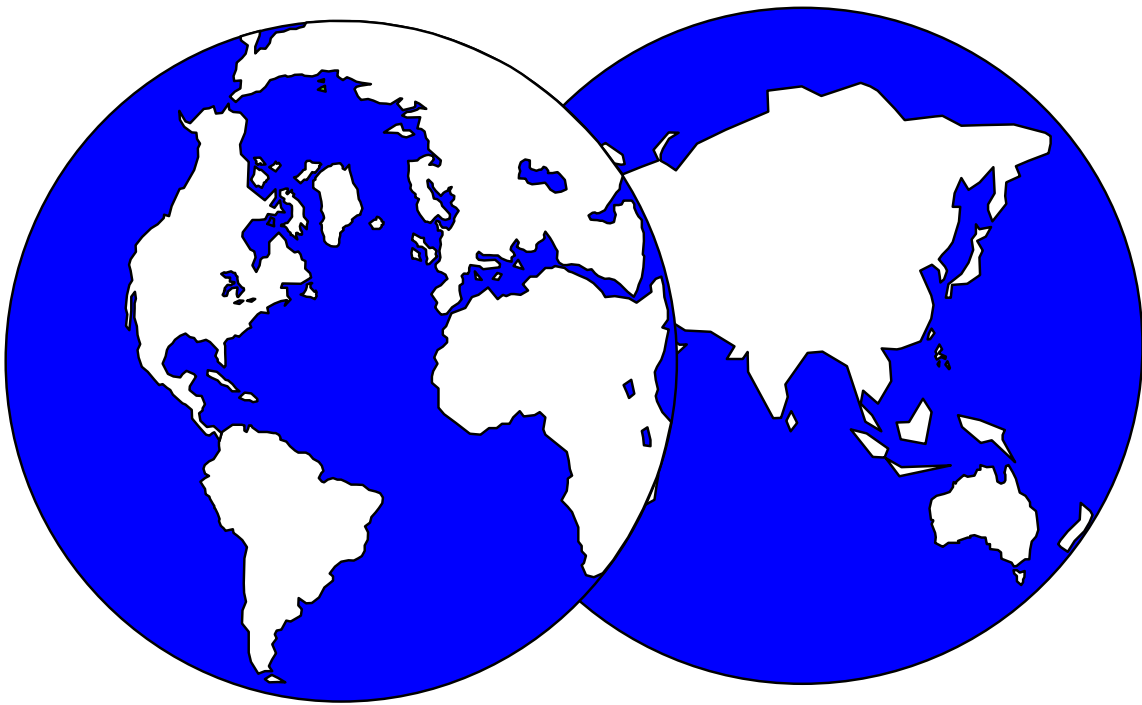


A helpful guide to your move from

*The Transportation Division
U.S. Department of State*

REVISED DECEMBER 2004



IT'S YOUR MOVE

IT'S YOUR MOVE

On the INTERNET @:

[HTTP://LOGISTICS.STATE.GOV](http://LOGISTICS.STATE.GOV)

On the INTRANET @:

<http://lm.a.state.gov>

(TO DOWNLOAD ENTIRE DOCUMENT)



One click . . . and you're moving!

OpenNet: <https://webmove.a.state.gov>

Internet: <https://webmove.state.gov>

WebMove is a web-based tool that allows you to initiate your move request to Transportation from home or via the Department's intranet. WebMove is your first point of contact when starting the move process. It connects you to all the resources you need to plan an effective and successful move:

- Link to online FAMs, forms and references.
- Automatically notify Transportation or Post GSO of a move request.
- Keep everyone informed as the move progresses.

Fast, easy and convenient

WebMove is the gateway to the broad range of services supporting your next assignment. It enables you to plan and initiate packout and moving arrangements securely via the internet. WebMove connects you with a variety of services, such as transportation, travel, human resources, passports, allowances, finance, and medical information. For domestic, overseas and post-to-post and retirement moves you can . . .

- Schedule Household Effects, Privately Owned Vehicles, Consumables, Unaccompanied Baggage and Storage shipments.
- Calculate your estimated shipment weights.
- Calculate your estimated advances for Transfer Allowance.

Puts You in Control of Your Move

- Save move data for later transmission to a transportation counselor.
- View details from a previous move.
- Plan your move from home, or work, or anywhere in between.

Questions? WebMoveHelpDesk@state.gov ■ (703) 875-7035

Revised November 10, 2004

TO: New Foreign Service Appointees
FROM: Transportation Operations (A/LM/OPS/TTM/TO)**
Room 1248 - Main State
TEL: 1-800-424-2947
202-647-4140
FAX: 202-647-4956

SUBJECT: **YOUR INITIAL TRAVEL AND TRANSPORTATION**

Welcome to the Foreign Service! You are about to embark on the first of many moves in your Foreign Service career. The purpose of this memorandum is to provide you with basic information you will need before you actually report for duty. We hope this will help ease your transition.

TRAVEL TO WASHINGTON

You and your authorized family members will be permitted to travel by air to Washington, using tickets based on special "city-pair" (contract) fares available only to US Government employees. Once you have your Travel Authorization from Human Resources, contact American Express in Roslyn, Virginia at **1-800-752 2320** to make your reservations by phone. If you prefer to drive a personal vehicle to Washington talk with Human Resources to obtain authorization to claim *per diem* (based on driving 300 miles a day) and 37.5 cents per mile. You can be reimbursed up to the cost of your authorized airfare. In all but a few cases, you will be allowed to ship a vehicle to your post of assignment. Shipment can be authorized from either your point of hire or from Washington.

TRAVEL AUTHORIZATIONS

To inquire about the status of your Travel Authorization (TA), please call the central number at the Assignment Support Division (HR/CDA/ASD)-Room 4250 – SA-3 which is **202 663 0405**. You will then be transferred to the Personnel Technician who is responsible for your TA. The Office is open for inquiries daily from 9:30 AM to 3:30 PM Eastern Standard Time.

Travel Authorizations will usually not be prepared more than 30 days in advance of the scheduled arrival time in Washington, D.C. Sometimes, new employees are asked to report to Washington with minimal time to prepare. If you are obliged to buy and pay for your ticket before you have received your Travel Authorization, be sure to keep the receipt. When circumstances warrant, the Department may reimburse the traveller for the full commercial rate even when the USG contract fare would have cost less.

PACKING AND SHIPPING PERSONAL EFFECTS

To make arrangements for packing and forwarding your personal effects and for questions about travel and transportation entitlements, you are welcome to call one of the two numbers listed above. When you call Transportation, a counselor will be assigned. Be sure to note the name of the counselor and to direct all follow-up conversations to that same person. This will save considerable confusion, repetition, duplication and frustration.

Most new employees are temporarily assigned to Washington for orientation and training, pending assignment to their first posting. If you are entering the Foreign Service from a Washington DC area residence (within a 50-mile radius of the Washington Monument), you will not face packing until you prepare to depart for your first overseas assignment. For those hired from locations outside the Washington metropolitan area, packing is imminent. You will be authorized to ship a

limited amount of unaccompanied air baggage (UAB), also referred to as airfreight, to Washington, and to pack and store up to 18,000 lbs. of your personal effects.

Once notified of your acceptance into the Foreign Service, call Transportation to arrange packing dates. You do not have to have a Travel Authorization (TA) to make these preliminary arrangements. However, **DO NOT pack unless you have a Travel Authorization (TA)—also called Travel Orders (TO).** If packers appear at your home to pack and you do not have the document, call Transportation before any work begins. You will not be permitted to pack at government expense if Human Resources has not notified Transportation that orders are prepared.

The Transportation office will make arrangements for your packout including assigning the packing company. The local packers will want to visit you for a prepack survey prior to your packing date to estimate the amount and weight of effects and to determine what supplies they will need for packing. Three days before the move, you should call your local police to reserve space for a moving van to park conveniently.

Sometimes, people want to pack items themselves. However, packing yourself can be tricky. A packing company may/may agree to inspect the contents of a carton which you have packed but not sealed. They will then seal it themselves and accept responsibility. However, NO/NO carton may be described on the inventory as "PBO"—Packed by Owner. Primarily because of heightened security concerns, inventories which contain "PBO" items will be delayed at exit or entry points to the continental US (CONUS). Furthermore, the USG will only accept claims for loss or breakage in cases where the goods were packed by the moving company—never by the individual.

UNACCOMPANIED BAGGAGE/AIRFREIGHT: The UAB allowance is determined by family size: single employees receive 250 lbs. gross. For families, the first traveler is authorized 250 lbs. gross, the second 200 lbs., the next 150 lbs. and any additional family member 100 lbs. each. All are gross weights. The gross weight includes airfreight cartons that weigh around 15 pounds each.

Airfreight may include those items considered essential such as clothing, linens, kitchen necessities, dishes and flatware, books, important papers or a portable radio. (Refer to p. 13 of "It's Your Move" for a list of suitable items.) You may include electronic equipment but be sure to pack it well—preferably in the original cartons—because air freight is often handled roughly. The Department is now accepting claims for electronic goods damaged in air freight. However, you should also have your own insurance. It is also important to note that, with no exceptions, all items for UAB must be packed by the movers. They must now certify that they packed all airfreight items and that the items are non-hazardous.

The standard airfreight cartons approved by the Department are about the size of a footlocker (2'x2'x3'). The only larger items we may approve for shipment as airfreight are baby necessities such as a crib or highchair. When in doubt, please ask. The cargo holds of some planes are too small to accommodate anything larger.

SORTING/TRYING TO ANTICIPATE YOUR NEEDS: You can expect to be in Washington anywhere from 10 weeks to 10 months. The length of time depends on your first assignment and how much training (including possible language training) is required before departure. Generally, you will not know your assignment until well into the initial orientation training course, so you will need to do some creative packing to allow for seasonal changes and a possible extended stay in Washington. When you are packing out for the first time from the location from which you were hired, try to anticipate what you might want to take with you as HHE and what you might want to store in the US while you are overseas. If you can group items somewhat according to these two categories, it will be easier to retrieve them when you are selecting goods for your first HHE shipment from Washington to post. Please note that access to storage (see below) is limited.

STORAGE: You are also authorized to pack and ship to storage up to 18,000 pounds of personal household effects (HHE). There is a 200-lb. minimum. These effects will go to the Department of State warehouse at Hagerstown, Maryland. However, if you are hired in Europe or Africa your effects will go to our facility, ELSO (European Logistics Support Office), in Antwerp, Belgium. ***Only when you are about to leave Washington for your first posting will you have free access to remove goods from storage. At that point, you may also request that items be placed in***

storage from DC. This, however is not a given. Not authorized--except at your expense--are: (1) removing goods during training; (2) adding goods during training. When it is time to go overseas, you will be authorized to ship up to 7,200 lbs of HHE to post. Most embassies provide completely furnished accommodations down to lamps, microwaves, or even transformers. Some western European and Mexican posts do not provide furnished housing. In those cases, employees are authorized to ship up to 18,000 lbs. of HHE. There are some notable exceptions: newly established posts or those in conflict areas often limit shipments of HHE. **When packing effects to be stored, it is important to keep a detailed inventory in order to identify by item number those pieces you might wish to ship to post at a later time.**

MULTIPLE SHIPMENTS TO STORAGE: You are authorized to ship household goods from the location where you are hired to storage in Hagerstown. Should you have additional belongings at another location (or locations), shipment is permitted on an "alternate origin" basis. Said another way, you may send things to storage from several different locations at USG cost. For example, the new employee might have goods to be shipped from an apartment in the town from which s/he was hired. That same employee might also have belongings in his/her parents' house at another location. The entitlement to multiple shipments to storage makes it possible to consolidate possessions which had previously been in different locations. It also facilitates logistics for people who are hired from overseas but who still have possessions stored in the US.

DEFERRING "PACKOUT": Should your family (known as Eligible Family Members-EFMs) not wish to join you in Washington while you are in training, you may defer packing your effects until you are ready to depart for post. At that time you may pack household effects to be shipped to post and/or into storage. However, you will not be authorized to return home at Government expense.

Unaccompanied Air Baggage (UAB): New employees sometimes travel to Washington without their EFMs and without using any entitlements including the employee's air freight (UAB) shipment. The UAB entitlement, which is on the "appointment orders," **only lasts for 30 days** from the time the employee arrives in Washington. After those 30 days, the employee will not be able to send UAB at Government expense from his point of hire to Washington. However, on the first Travel Authorization (TA) / Travel Orders (TO) to the first post, the employee will get another new entitlement to send UAB from Washington to the first post.

Similarly, EFMs who have deferred moving to Washington, would also have 30 days from the time of their deferred arrival in DC to ship air freight from the point where the employee was hired to DC. Like the employee, the EFMs would also have a second UAB entitlement from Washington to the new post. On the other hand, if the EFMs were to leave for post directly from the employee's point of hire, then the UAB would be sent directly from the point of hire to the new post. Basically, "the air freight follows the traveler." Shipping UAB which does not "follow the traveler" is apt to involve cost constructing (which means paying the difference between what the orders authorize and what you want to do). Cost construction can be quite expensive because of UAB minimum weight requirements.

Household Effects (HHE) and Storage: As for household effects, when the EFMs are ready to depart from the employee's point of hire, the HHE may be sent directly from the point of hire to the new post. HHE may also be sent from the point of hire into storage.

As mentioned above, the employee who is already in Washington has a second and new UAB entitlement to send goods from Washington to his first post. And s/he may send a shipment of HHE from Washington to the new post. OR, the employee may put items into storage in Washington. Not all of these requests are automatic and the employee must consult with the HR Technician in HR/CDA/AD to make certain that they are authorized on the travel orders.

IF YOU ARE HIRED FROM OVERSEAS: You should contact the General Services Officer (GSO) at the nearest U.S. Embassy or Consulate to arrange for shipment of your airfreight and storage of HHE. HHE can be stored at your designated storage point (either Hagerstown or ELSO) while in

training or you can pack and ship to storage at a later date. That said, the Department will not pay for you to return to supervise packing.

HHE AUTHORIZATION AND PACKING FOR YOUR FIRST ASSIGNMENT: For your first overseas assignment, you will be authorized to ship all or part of what is stored plus goods which were used (and sometimes also acquired) during the training period. As mentioned above, you may pull some items from storage to ship to post or take it all if you have less weight than allowed. The combined weight of both the effects you pack in Washington and those you pull from storage cannot exceed your authorized weight allowance of 7,200 lbs. for a furnished post or 18,000 lbs. for an unfurnished post.

Note that during your entire FS career you are entitled a maximum of 18,000 lbs. of shipped and/or stored weight (a statutory limit which does not increase with family size or rank.) In other words, if you ship 7,200 lbs, you may store 10,800 lbs (ship 5,000, store 13,000). Also be aware that whenever you return to Washington on assignment (not on TDY) you must take possession of all your effects --- those in storage and those shipped to the U.S. from post.

Per Diem v. HHE: The hardship of living without the bulk of your possessions for several months of training is offset by the fact that you will be on *per diem* for the duration of the training period. The presumption is that you will rent furnished temporary quarters and, therefore, not require the HHE that are in storage. There are plenty of accommodations available in the area to meet temporary needs. As mentioned above, any access to stored goods during training is at your expense. Please note that only the employee/trainee receives *per diem*. Family members do not receive *per diem*. *Please note that for the employee, the per diem drops. The first 60 days are at 100% per diem. The second 60 days are at 50% of the original amount. And finally, for the third 60 days and onward, the per diem drops to 25% of the original per diem.*

IMPORTANCE OF INVENTORIES AND INSURANCE: We encourage you to begin now to keep a complete inventory of your effects noting the purchase value and keeping any receipts for important or expensive purchases. Photographs or videotape of irreplaceable or expensive items can help keep track of effects and are invaluable in the case of loss or damage. You are also strongly encouraged to purchase private insurance to cover your effects. Once you move out of a house/apartment which you own, your homeowner's policy which usually insures your effects as well as the property is no longer valid. If you plan to rent your dwelling during your absence, then the renter's policy should be written to cover your effects. If you don't own a property, an insurance policy would simply cover your goods. **Be sure that any policy is in effect before the packers come.** It is true that Government employees who are required to relocate due to their work are covered partially by the Military Personnel and Civilian Employees' Claims Act of 1964. However, most effects are depreciated significantly and maximum payment values are pre-established in a "Table of Maximums." Thus, it would be possible to receive only a fraction of the value you may attribute to an item. Nothing appreciates with the exception of antiques, solid wood furniture, real jewelry, sterling silver, carpets valued in excess of \$500 and paintings valued in excess of \$1,000 as established by a reputable appraiser. The Transportation publication "It's Your Move" contains the addresses and telephone numbers of several insurance companies (e.g. Clements, Hirshorn or USAA) which understand Foreign Service requirements.

Any item with a commercial value of \$1000 or more that is unusually valuable for the type of item it is (carpets, paintings, a collectable plate, but not a sofa) should be declared to the Claims Office in the Department (Claims-Room #1255; US Department of State; Washington, D.C. 20520; FAX: 202 647 2800) before you pack. Keep a copy of this document. It is known as a High Value Items Declaration. Unless such items are declared you may not be able to file a claim against the Government for damage or loss. Smaller items of value which can be pilfered easily, such as jewelry, may also be listed.

CONTROLLED STORAGE: Controlled storage may be permitted for items with a value of \$1,500 or more. Some items considered for controlled storage are carpets, paintings, silver, furs and antiques but not/not antique furniture. Collections of similar value may be approved, So will working firearms, even if the value is less. To request authorization, submit an itemized memo with a description and value of items for which you are requesting controlled storage to your Human

Resources Technician. If authorized, your TA will so indicate. You should then notify your Transportation Counselor, who will issue appropriate documents.

TANDEM COUPLES: Tandem Foreign Service couples --- both spouses are employed by a Foreign Affairs agency --- are each authorized shipments under their own orders. Children can be added to either parent's orders.

FOR FURTHER INFORMATION: For more detailed information on travel, packing, shipping and storing effects and vehicles consult the Transportation Division's publication **"It's Your Move."**

**** Administration/Logistics Management/OPerationS/Travel&Transportation Management/Transportation Operations**

P/Initial Travel
P.Kiehl (M.Beecroft)
11/10/04

IT'S YOUR MOVE is provided to assist you in making your move as problem-free as possible. It is organized into four parts:

OUTBOUND provides an overview of transportation (shipping and storage of your goods) and travel rules. It covers your entitlements and responsibilities when leaving for post, either from the U.S. or on post-to-post transfer.

INBOUND covers the other side of the coin, making specific suggestions about what to do on arrival at your next post, with specific information on transfers to the United States.

ANYWHERE YOU WANDER deals with issues common to both outbound and inbound shipments. This section gives more information about insurance, claims, inventories, cost-construction, and other issues.

PROBLEMS, INFO, DO'S & DON'TS provides information dealing with 1) problems and contact phone numbers, 2) shipping via personal pouch and APO, 3) contract entitlements, 4) controlled storage companies, 5) insurance companies, 6) air freight (UAB) do's and don'ts, 7) firearms and 8) hazardous items.

There is no "rule" about when to start planning your move except "earlier" is always better than "later." This guide is intended to give you a basic understanding of how you and your effects move to and from post, so that you will be better prepared to play your part in this process. **Your active participation is a key element in the success of your move.**

You should also refer to the **Foreign Service Assignment Notebook:What Do I Do Now?**, issued by the Overseas Briefing Center (OBC), for more information on moving and also for guidance on other aspects of relocating to foreign posts. You may obtain a copy of this publication by contacting the Overseas Briefing Center, at ☎ **703-302-7277**, <http://fsi.state.gov/search.asp> or E-MAIL: FSIOBCInfoCenter@state.gov.

We have tried to ensure that this information does not conflict with the regulations contained in 6 FAM 100 (Travel and Transportation) or 6 FAM 300 (Claims). Should any conflict arise, the regulations must take precedence.

If you have specific questions that are not addressed in this guide, contact your General Services Officer at post or:

Transportation Operations
Department of State
Room 1244, Main State
Washington, D.C. 20520

TEL: ☎ **202-647-4140** or
☎ **800-424-2947** (only outside the DC area)
FAX: **202-647-4956**
E-MAIL: TransportationQuery@state.gov

We sincerely hope that you will find this book helpful. If you have suggestions on how we can improve it, please inform the Transportation Office at the Department of State (A/LM/OPS/TTM).

We wish you a trouble-free move!

Transportation Division
DECEMBER 2004

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bound

A. TRAVEL AUTHORIZATION

Your post assignment Travel Authorization (TA) contains travel allowances and entitlements for your onward assignment. All telegrams

regarding your assignment are sent to your post through a specific communication channel of the State Department called the TM (Travel Message) Channel. You will receive a copy from your Personnel Technician (Room 4250 SA-3) or your Human Resources Officer (HRO) at post, once your orders are prepared or "cut."

Stay in touch with your Personnel Technician to encourage prompt completion of your TA.

An example of a TM Channel communication can be found in Exhibit 1 on page 3. Exhibit 2, on page 6, illustrates a computer generated sample of the TA as received from your HR Technician. A summary of the major areas in the TA is listed below.

1. **Assignment Information** - The beginning outlines personal information as well as the employee's authorized origin, destination, ETD and ETA- Estimated Time of Departure and Estimated Time of Arrival.
2. **Itinerary** - The itinerary directs very clearly the order in which the travel is to be performed. These points will be utilized as the basis for any cost construct transportation or travel you desire. The authorized stops will appear as the first few elements in the order to be performed such as:
 - a. **Training** - This will reflect the dates and location of authorized training as well as whether per diem is authorized. Note that eligible family members (EFM) are only given per diem for certain training (such as the Security Overseas Seminar).
 - b. **Consultations** - This indicates any consultation points authorized, the number of work days allowed, and whether the employee and EFM are authorized per diem.
 - c. **Home Leave** - This section indicates if employee is granted home leave. The location authorized will be from the employee's most recently approved OF-126, the Foreign Service Residence and Dependency Report.
3. **Travel And Effects** - This section includes the modes of travel and per diem allowed while in travel status between origin and destination including itinerary stops. It also lists shipment types and weights authorized for this move.
4. **Allowances** - If employee is eligible for any transfer allowance, they will appear following the travel and effects element. (See Standardized Regulations 240, 250;
<http://aoprals.a.state.gov/content/DSSR/Chap%200200/sec0240.asp>)

EXHIBIT 1

TRAVEL AUTHORIZATION

Sample of a TM Channel Communication

R 161938Z MAR98
FM SECSTATE WASHDC
TO AMEMBASSY ADDIS ABABA
AMEMBASSY NAIROBI

UNCLAS STATE 046771

TM CHANNEL

E.O.12958: N/A
TAGS: APER
SUBJECT: POST ASSIGNMENT TRAVEL AUTHORIZATION
(DOE, JOHN J, 123-45-6789. FP-02. 2101)

HOME LEAVE/TRANSFER ORDER
FROM POST: ADDIS ABABA FROM ORG: 352001
TO POST: NAIROBI TO ORG: 354201

ETD: 05/1998 ETA: 08/1998

EFM(S): JOHN (SON) (6/12/95)

DIPLOMATIC TITLE: ATTACHE

TITLE AUTHORIZED FOR THIS POST AND POSITION ONLY

EFM AND EMPLOYEE ITINERARY: ADDIS ABABA,
ETHIOPIA/ARLINGTON. VA/WASHINGTON, DC/ST. CLOUD, FL/PARIS,
FRANCE/NAIROBI, KENYA

1. TRAINING

BEGIN DATE: 06/01/1998 END DATE: 06/26/1998
LOCATION: ARLINGTON, VA AUTH DATE: 03/16/1998
EMPLOYEE PER DIEM
AUTH DATE: 03/16/1998

TRAVEL MUST BE ARRANGED TO MINIMIZE THE PER DIEM REQUIRED
BEFORE AND AFTER AUTHORIZED CONSULTATIONS AND/OR TRAINING.
PER DIEM MAY NOT BE PAID FOR MORE THAN TWO CONSECUTIVE
NONWORKDAYS IN ORDER TO AVOID TRAVEL ON THE WEEKEND.
FOR CONSECUTIVE PERIODS OF CONSULTATION AND TRAINING
AUTHORIZED IN THE WASHINGTON, D.C. PER DIEM AREA,
CONSULTATIONS MAY EITHER IMMEDIATELY PRECEDE OR FOLLOW
AUTHORIZED TRAINING PERIODS, PROVIDED THAT THE COST TO THE
GOVERNMENT IS NOT GREATER THAN AS SHOWN.

2. U.S. CONSULTATION

LOCATION: WASHINGTON, DC AUTH NO. OF DAYS: 5 WORKDAYS
AUTH DATE: 03/16/1998
EMPLOYEE PER DIEM

EXHIBIT 1**TRAVEL AUTHORIZATION****Sample of a TM Channel Communication (Cont'd)**

AUTH DATE: 03/16/1998

EFM PER DIEM

AUTH DATE: 03/16/1998

EMPLOYEE'S ELIGIBLE FAMILY MEMBERS MUST ACCOMPANY THE EMPLOYEE TO THE AUTHORIZED CONSULTATION AND/OR TRAINING LOCATION IN ORDER TO QUALIFY FOR THE PER DIEM.

CONSULTATION MAY BE PERFORMED PRIOR TO, DURING OR AFTER HOME LEAVE ON THE CONDITION THAT THE COST TO THE GOVERNMENT DOES NOT EXCEED THE COST WHICH WOULD HAVE BEEN INCURRED HAD THE CONSULTATION BEEN PERFORMED AS AUTHORIZED ABOVE.

PER DIEM IS AUTHORIZED FOR INTERVENING WEEKENDS BETWEEN CONSULTATION AND TRAINING AND/OR BETWEEN TRAINING PERIODS.

3. HOME LEAVE

LOCATION: ST. CLOUD. FL

AUTH DATE: 03/16/1998

4. OVERSEAS CONSULTATION

LOCATION: PARIS. FRANCE AUTH NO. OF DAYS: 2 WORKDAYS

AUTH DATE: 03/16/1998

5. TRANSFER TRAVEL AND EFFECTS

AUTH DATE: 03/16/1998

AIR FARE

AUTH DATE: 03/16/1998

EMPLOYEE PER DIEM

AUTH DATE: 03/16/1998

EFM PER DIEM

AUTH DATE: 03/16/1998

SHIPMENT OF UAB

AUTH AMOUNT: 450 LBS./204 KGS. AUTH DATE: 03/16/1 998

SHIPMENT OF HHE

AUTH AMOUNT: 7200 LBS./3265 KGS. AUTH DATE: 03/16/1998

SHIPMENT OF POV

AUTH AMOUNT: 1 UNIT AUTH DATE: 03/16/1998

TEMPORARY STORAGE

AUTH DATE: 03/16/1998

PLACEMENT INTO PERMANENT STORAGE

STORAGE LOCATION: ANTWERP (ELSO) AUTH DATE: 03/1 6/1 998

IF MORE EFFECTS ARE SHIPPED THAN CAN BE USED IN QUARTERS LEASED, THE DEPARTMENT CANNOT AUTHORIZE CONTINUING STORAGE AFTER SHIPMENT AT GOVERNMENT EXPENSE.

IN CONNECTION WITH AIR TRAVEL, RELATED GROUND

TRANSPORTATION IS AUTHORIZED IN ACCORDANCE WITH-6 FAM 141.

THE TOTAL COMBINED NET WEIGHT OF ALL EFFECTS SHIPPED AND

STORED MAY NOT EXCEED TOTAL ALLOWANCE OF 18,000 POUNDS OR

8,163 KILOGRAMS.

UAB MAY BE SHIPPED TO ANY AUTHORIZED STOP OVER POINT OR DESTINATION.

EXHIBIT 1**TRAVEL AUTHORIZATION****Sample of a TM Channel Communication (Cont'd)**

ACCESS TO, SEGREGATION, AND REMOVAL OF A PORTION OF EFFECTS IN CONTINUING STORAGE FOR SHIPMENT TO A NEW DUTY STATION IS AUTHORIZED, NOT TO EXCEED ONE TIME PER STORAGE LOT. REMAINDER OF EFFECTS MUST EXCEED 200 LBS. NET WEIGHT FOR CONTINUING STORAGE AT GOVERNMENT EXPENSE. THE PERSONAL AND HOUSEHOLD EFFECTS OF THIS EMPLOYEE AND MEMBERS OF THE EMPLOYEE'S FAMILY ARE ELIGIBLE FOR DUTY-FREE ENTRY UNDER SUBHEADING 9805.00.50. HARMONIZED TARIFF SCHEDULE OF THE UNITED STATES (HTSUS), SINCE THE EMPLOYEE HAS COMPLETED AN ASSIGNMENT OF EXTENDED DUTY ABROAD.

AUTHORITY FOR TEMPORARY STORAGE AT GOVERNMENT EXPENSE WILL TERMINATE THREE MONTHS AFTER REPORTING FOR DUTY AT STATION OF DESTINATION.

6. FOREIGN TRANSFER ALLOWANCE
MISC. EXPENSE
AUTH DATE: 03/16/1998

1) REIMBURSEMENTS WILL BE MADE ON A COST CONSTRUCTED BASIS IF THE EMPLOYEE DEVIATES FROM WHAT IS AUTHORIZED ON THIS TRAVEL AUTHORIZATION. REIMBURSEMENTS ARE NOT TO EXCEED THE TOTAL COST OF PER DIEM, TRAVEL, AND INCIDENTAL EXPENSE WHICH WOULD HAVE BEEN INCURRED HAD THE EMPLOYEE PERFORMED HIS/HER TRAVEL IN ACCORDANCE WITH THE AUTHORIZATION. 2) TRAVEL VOUCHER MUST BE SUBMITTED WITHIN SEVEN WORKING DAYS AFTER COMPLETION OF TRAVEL TO FINAL DESTINATION. A COPY OF THIS AUTHORIZATION MUST BE ATTACHED. 3» ALL LIQUIDATIONS AGAINST THIS TRAVEL AUTHORIZATION MUST BE RECORDED USING VALID BUDGET OBJECT CODES INDICATING THE SPECIFIC TYPE OF EXPENSE AS CONTAINED IN THE FINANCIAL MANAGEMENT HANDBOOK (4 FAH). 4> ACTUAL TRAVEL OF THE EMPLOYEE MAY BE PERFORMED IN THE MONTH BEFORE OR AFTER THE OFFICIAL ETD AND ETA, SUBJECT TO THE APPROVAL OF THE LOSING AND GAINING ORGANIZATIONS AND ANY SPECIFIC REQUIREMENTS CONTAINED IN THIS TRAVEL AUTHORIZATION. 5) THE TIME LIMITATION FOR ALL TRAVEL AND TRANSPORTATION SHALL NOT EXCEED ONE YEAR AFTER EMPLOYEE'S ARRIVAL FOR DUTY.

TA NO:2025XXXXXX TA DATE: 3/16/98

FUNCTION CODE: 8151 - POST TO POST WITH HOME LEAVE
APPROP: 19801 13 AMOUNT: 26500
TRAVEL REGULATION: FAM/FAH

ALLOWANCE REGULATION: STANDARDIZED
REQUESTOR OFFICE: PER/CDA/ASD
APPROVER OFFICE: PER/BUD/PAT
AUTH OFFICER: EDWARD W. GNEHM, JR., DIRECTOR GENERAL; ALBRIGHT

EXHIBIT 2
TRAVEL AUTHORIZATION
Sample of a Computer Generated TA

U. S. Department of State
Home Leave/Transfer Order

03/17/1998

Name: John J. Doe SSN: 123-45-6789
From Post: ADDIS ABABA From ORG: 352001 To Post: NAIROBI ToORG: 354201

ETD: 05/1998 ETA: 08/1998
EPM(s): James(SON) (6/13/93)

DIPLOMATIC TITLE: ATTACHE

TITLE AUTHORIZED FOR THIS POST AND POSITION ONLY

EFM AND EMPLOYEE ITINERARY: ADDIS ABABA, ETHIOPIA/ARLINGTON, VA/WASHINGTON, DC/ST. CLOUD, FL/PARIS, FRANCE/NAIROBI, KENYA

1. Training

Begin Date: 06/01/1998 End Date: 06/26/1998
Location: ARLINGTON, VA Auth Date: 03/16/1998

Employee Per Diem
Auth Date: 03/16/1998

Travel must be arranged to minimize the per diem required before and after authorized consultations and/or training. Per diem may not be paid for more than two consecutive non-workdays in order to avoid travel on the weekend.

For consecutive periods of consultation and training authorized in the Washington, D.C. per diem area, consultations may either immediately precede or follow authorized training periods, provided that the cost to the government is not greater than as shown.

2. U.S. Consultation

Location: WASHINGTON, DC Auth No. of Days: 5 Workdays
Auth Date: 03/16/1998

Employee Per Diem
Auth Date: 03/16/1998

EFM Per Diem
Auth Date: 03/16/1998

Employee's eligible family members must accompany the employee to the authorized consultation and/or training location in order to qualify for the per diem.

EXHIBIT 2
TRAVEL AUTHORIZATION
Sample of a Computer Generated TA (Cont'd)

U. S. Department of State

Consultation may be performed prior to, during or after home leave on the condition that the cost to the government does not exceed the cost which would have been incurred had the consultation been performed as authorized above.

Per Diem is authorized for intervening weekends between consultation and training and/or between training periods.

1. Home Leave

Location: ST. CLOUD FL

Auth Date: 03/16/1998

2. Overseas Consultation

Location: PARIS. FRANCE

Auth No. of Days: 2 Workdays

Auth Date: 03/16/1998

3. Transfer Travel and Effects

Auth Date: 03/16/1998

Air Fare

Auth Date: 03/16/1998

Employee Per Diem

Auth Date: 03/16/1998

EFM Per Diem

Auth Date: 03/16/1998

Shipment of UAB

Auth Amount: 450 lbs./204 kgs.

Auth Date: 03/16/1998

Shipment of HHE

Auth Amount: 7200 lbs./3265 kgs.

Auth Date: 03/16/1998

Shipment of POV

Auth Amount: 1 unit

Auth Date: 03/16/1998

Temporary Storage

Auth Date: 03/16/1998

Placement into Permanent Storage

Storage Location: Antwerp (ELSO)

Auth Date: 03/16/1998

If more effects are shipped than can be used in quarters leased, the department cannot authorize continuing storage after shipment at government expense.

EXHIBIT 2
TRAVEL AUTHORIZATION
Sample of a Computer Generated TA (Cont'd)

U. S. Department of State

In connection with air travel, related ground transportation is authorized in accordance with 6 FAM 141.

The total combined net weight of all effects shipped and stored may-not exceed total allowance of 18,000 pounds or 8,163 kilograms.

UAB may be shipped to any authorized stop over point or destination.

Access to, segregation, and removal of a portion of effects in continuing storage for shipment to a new duty station is authorized, not to exceed one time per storage lot. Remainder of effects must exceed 200 lbs. net weight for continuing storage at government expense.

The personal and household effects of this employee and members of the employee's family are eligible for duty-free entry under subheading 9805.00.50, harmonized tariff schedule of the United States (HTSUS), since the employee has completed an assignment of extended duty abroad.

Authority for temporary storage at government expense will terminate three months after reporting for duty at station of destination.

4. Foreign Transfer Allowance

Misc. Expense
Auth Date: 03/16/1998

1) Reimbursements will be made on a cost constructed basis if the employee deviates from what is authorized on this travel authorization. Reimbursements are not to exceed the total cost of per diem, travel, and incidental expense which would have been incurred had the employee performed his/her travel in accordance with the authorization. 2) Travel Voucher must be submitted within seven working days after completion of travel to final destination. A copy of this authorization must be attached. 3) All liquidations against this travel authorization must be recorded using valid budget object codes indicating the specific type of expense as contained in the Financial Management Handbook (4 FAH). 4) Actual travel of the employee may be performed in the month before or after the official E I D and ETA, subject to the approval of the losing and gaining organizations and any specific requirements contained in this travel authorization. 5) The time limitation for all travel and transportation shall not exceed one year after employee's arrival for duty.

TANo: 2025 XXXXXX TA Date: 03/16/1998
Function Code: 8151 - Post to Post with Home Leave
Approp: 1980113
Travel Regulation: FAM/FAH
Requester Office: PER/CDA/ASD
Approver Office: PER/BUD/PAT
Auth Officer: Edward W. Gnehm, Jr., Director General

Amount: \$26,500.00
Allowance Regulation: Standardized

5. **Overall Remarks** - Remarks that apply to the entire travel authorization, including the applicable time limitation, appear in this section.
6. **Authorization and Fiscal Data** - The authorization section provides the fiscal data chargeable, the estimated amount, the authorizing regulations, and authorizing official. The TA number field is ten digits and contains both the allotment (first four numbers) and obligation (last six numbers). Note that the organization code appears with the "To Post" section in the assignment information at the beginning of the orders.
7. Plane tickets, travel advances, shipment of effects and POV are all authorized by the Travel Authorization (Orders).

Keep a copy of your TA with you at all times.



OUTBOUND TRANSPORTATION

1. **Visit the Transportation Division at Main State (Room 1248), or at the National Foreign Affairs Training Center (NFATC)-Room E-1113, or your post's Shipping Section to start the process and schedule your move. Or, log on to WEBMOVE. (please see Part I – page 21.)**

- a. *If leaving a post in the U.S., see your Transportation Counselor (TC) in Room 1248, or telephone your TC at ☎ 800-424-2947 or ☎ 202-647-4140 (Your TC is assigned to you based on the region to which you are posted). If you are leaving a post abroad, make an appointment with your General Services Officer (GSO). You should provide your TC or GSO with an extra copy of your orders, and discuss your plans for this move. Specifically mention the following topics:*

Book your move as early as possible—even before you have ord

- 1) The date of your pack-out; (Please try not to change the date during the summer season.)
- 2) The number of shipments you plan to make, and from where (include household effects (HHE), air freight (UAB), consumables, vendor items-if absolutely necessary, and shipments from storage);
- 3) Your plans for shipping an automobile, and from where;
- 4) What storage lots you have currently; whether you will be adding items to, or withdrawing items from storage; and whether you will need controlled storage; and
- 5) Contact information for reaching you before and after pack-out.

Stay in close touch with your Transportation Counselor(TC). Be sure that the TC has a contact number.

Your TC will record the information outlined above. Packers will be selected through our computerized allocation system. You

will be notified within a couple of days of the packer who will handle your move. (If a history of difficulties with a particular company has been clearly established, discuss the possibility of using an alternate company.) Overseas, your GSO will usually arrange for packer selection.

- c. *If you are planning to ship a car from the U.S., obtain **Form JF-49, the Vehicle Shipment Form** (<http://arpsdir.a.state.gov>), and the **Environmental Protection Agency (EPA)** letter to enable you to get your catalytic converter removed, if necessary. (The JF-49 and instructions can be found inserted in this book. The EPA letter is available from Transportation-Room 1248.)*
- d. *If your effects are outside the Washington area, call Transportation at ☎ 800-424-2947 to arrange your pack-out with a TC who will allocate a local packing company to handle your move.*



Record the name and contact information (telephone/fax/E-mail) of your Transportation Counselor (TC) or GSO for future reference.



2. Understanding Your Household Effects Shipment

- a. Once you have been advised of the company performing your move, you should contact them to arrange a convenient time for them to conduct a pre-move survey. During this survey be sure to discuss any specific concerns you may have such as fragile items. Some packers are reluctant to pack alcohol and some household items cannot be packed for export as they are classified as hazardous materials. You should contact your Transportation Counselor for assistance should you and the packer disagree. At this time, the company will provide weight estimates.
- b. It is strongly recommended that you **arrange for private insurance covering both loss and damage** for your household effects (shipped and stored). You **cannot** insure anything after it has left your possession. The Overseas Briefing Center at FSI has insurance brochures. Also see Page 65 for names of insurance companies with web addresses for reference.
- c. **Your packing dates will be arranged for you at the time the shipment is allocated.** If you need to **change** the pack-out date, you **must contact** your TC to make these arrangements. At posts abroad, coordinate your pack-out dates with your GSO who interfaces with the post's packers. Three days before pack-out, you may need to contact the local police to reserve space for the moving van to park conveniently.

Always get back to the same TC.

Before starting to plan your move, find out as much about post as possible.

- d. 1) **Schedule a pre-packing estimate survey directly with the packer in the U.S.**, or through your GSO at post abroad. The estimator will come to your residence and estimate the weight of your air freight, household effects, and storage shipments. This estimate also helps the packer determine what materials will be needed to pack your effects quickly and efficiently. Make sure the estimator is aware of **EVERYTHING** you are going to ship or store, including the attic. Please note that packing companies are not required to remove items from any area that does not have permanent stairs or where they cannot stand erect—e.g. attics or crawl spaces. Call to the estimator's attention any items that will need special crating. (Crating must be approved by Transportation or by the GSO.) This will enable the estimator to add the extra weight to his estimate—which is not binding. **You will ultimately be responsible for any actual overweight in your final shipments.** If the estimate is close to your weight allowance limit, you should consider disposing of some items before pack-out day.

Unless you schedule very early, it is most difficult to reserve time the last weeks in June, July or August.

- 2) Schedule packing dates through your TC or GSO. Try not to schedule your pack-out too close to your departure date to allow for unanticipated problems which might force you to re-schedule. The person(s) who planned the details of the move should be present to supervise the movers and to answer questions. With the permission of your supervisor, you may be authorized 16 hours administrative leave for pack-out. In exceptional circumstances, where the need for additional time can be documented, a supervisor can grant up to 16 additional work hours for packing according to 3 FAH-1H-3465. (<http://apsdir.a.state.gov>)

Expect something to go wrong. Plan extra time to fix it.

Do not plan to go directly from pack-out to the airport.

- e. Your TC will issue all necessary documentation to the packing company before your scheduled pack-out date provided that the TA and other authorizations have been received by Transportation. **Any date changes MUST be made through your Transportation Counselor. If the TA is not issued 5 days prior to your pack-out date, the move will be cancelled until the TA is issued.**

3. Air Freight/Unaccompanied Air Baggage (UAB)

- a. **Shipping Air Freight** - In addition to the luggage taken on your flight (accompanied baggage), you are also entitled to unaccompanied air baggage (UAB), or "air freight." Air freight is shipped separately from your household effects and storage shipments. You may ship UAB to your home leave point, as well as to TDY and consultation points in some situations. From these points, you may forward it to your authorized destination. (UAB is also authorized for travel on a Separate Maintenance Allowance -6FAM 148.2-1g; <http://arpsdir.a.state.gov>).

- b. **Pack the essentials** - For your UAB shipment, consider clothing, toiletries, and essential light housekeeping items, such as pots, pans, unbreakable dishes, sheets, and blankets that you will need immediately upon arrival. (Keep in mind that due to host country customs regulations, it may actually be several weeks before you see your UAB.) Air freight is not meant to include large household items such as furniture, major appliances or room-sized rugs which will not fit easily into the cargo hold of an airplane. (The "tri-wall" packing carton measures approximately 3'x2'x2'.) Nor may it include hazardous materials, liquor, ammunition, guns or aerosol cans. However, even if air freight can be damaged by rough loading and unloading, computers, televisions and other electronic equipment may be included in UAB. If possible, these items should be packed in original cartons that protect best. Furthermore, the Department will accept claims through the USG Claims Act for damage to fragile electronic items in UAB. The air freight allowance must be used within 30 days of the last traveler's arrival at post.


To track your UAB, get the Airway Bill of Lading (ABL) number from the packer or your Transportation Counselor.

Authorized air freight allowances for employees and family members are as follows:

	<u>Gross Weight</u>
First person traveling	250 lbs
Second person traveling	200 lbs
Third person traveling	150 lbs
Each additional person traveling	100 lbs

In UAB, pack a small tool kit and equipment for hanging pictures—hooks, nails and braces for various sizes of pictures.

If you do not use your entire air freight allowance, you may add the unused weight allowance to your HHE shipment.

 **NOTE:** Allow 15 lbs. per box for wrapping and "banding" your UAB. Your allowance is the gross weight which includes packing materials. If you exceed your limit, you must either pay for the excess or remove items. Your UAB will NOT be moved until the excess weight has been dealt with.

- c. **Layette Shipments:** - If posted abroad, a separate air freight allowance of up to 250 pounds is available for the layette shipment for the child of an employee assigned to a post where suitable layettes are unavailable. The post of assignment must determine that appropriate items are not available, confirming this by a cable to **HR/CDA**. This allowance covers shipment of appropriate clothing, blankets, small furnishings and other equipment for the care and feeding of an infant or young child. Foodstuffs, except for milk, formula, and commercial baby food, may not be shipped under this allowance. A layette may be shipped up to 120 days before the expected birth of the child, but no later than 60 days after the birth or adoption of a child up to five years of age. An infant **will not** be authorized both a layette and an air freight shipment. (6FAM 148.3;

Remember that the scales used to weigh UAB cannot be calibrated and thus are not totally

<http://arpsdir.a.state.gov>)

EXHIBIT 3

SUGGESTIONS FOR UAB

Address book	Plastic bags
Alarm clock	Plastic ice cube trays
Baby equipment	Plastic pitchers, mixing bowls, refrigerator containers
Bath towels	Plastic scrub pans
Calling cards/business cards	Pot holders
Can opener	Pots, pans, cookie sheets
Candles and holders	Rope/clothesline and pins
Clothing needed before household effects arrive including hangers	Rubber gloves
Cookbook	Salt and pepper shakers
Corkscrew	Scotch tape
Computer; laptop; printer	Scouring pads
Cosmetics	Seasonal decorations: Christmas, Thanksgiving, Halloween, etc.
Dish draining rack, rubber mat	Sewing kit and scissors
Dish towels and cloths	Sheets, blankets
Double boiler	Shower curtain and rings
Egg beater	Sieve
Extension cords and plugs	Silverware
Flashlight	Small appliances: toaster, coffee pot, blender, etc.
Funnel	Small lamp
Hand towels	Small tape recorder, tapes
Iron	Spices and condiments
Kitchen knives, stirring spoons, meat fork, spatula	Sponges
Measuring cups and spoons	Stationary (for personal use)
Napkins	Stapler and staples
Non-breakable plates and glasses	Tool kit: hammer, pliers, nails, screws, screwdriver
Note-sized stationery	Toys, games, books, playing cards
Paper clips	Washcloths
Pet equipment	
Pillows and pillowcases	
Placemats	

(The post may also have a Welcome Kit from which some items may be borrowed.
For other UAB suggestions, see Chapters 11 and 15 of the new "**Foreign Service
Assignment Notebook: What Do I Do Now?**")

4. Household Effects (HHE) Shipment

- a. **Types of Shipments** - Plan your shipment of household effects based on conditions cited in the Post Report, information you receive from other employees assigned to your post, from your own TA and from the TMTWO from post. You will make decisions on what effects to store or ship according to the type of quarters you will be occupying at your post. Verify through the Post Report and your Personnel Technician whether you will be occupying furnished or unfurnished housing. The majority of posts are furnished and allow limited shipments of 7,200 lbs. Overall, you are entitled to a combined shipping and storage allowance of 18,000 pounds—**regardless of family size or employee rank**. This is a statutory limit. This allowance is subject to the following criteria:

- 1) **Limited Shipments** - If you are being assigned to government furnished quarters, it will already be equipped with sufficient furniture and major appliances to meet U.S. standards of living. Thus, you will be authorized a limited shipment of 7,200 pounds of household effects. *If you are coming from a full-shipment post or from the U.S., you may ship to storage the remainder of your effects over 7,200 pounds, up to the 18,000-pound overall limit, at government expense.* If you are going from a limited shipment post to a limited shipment post, your total shipping allowance is 7,200 lbs. This may be shipped post-to-post, post to storage, storage to post, or any combination of the three, so long as the shipment from post does not exceed 7,200 lbs. and the total of shipments sent to post does not exceed 7,200 lbs.

Usually, furnished quarters cannot accommodate 7,200 pounds of effects. Make a first shipment below that amount and consider augmenting your effects after arrival at post, based on your needs and space limitations. Check with the post to be sure host country regulations allow a supplemental shipment. (See page 53 "How to Make More than One Shipment." If you do ship more than will fit into your new home, and the excess has to be stored at post, that storage will be **at your expense**. The Government will not pay to store household effects at post when it has already paid to ship them for your use. In addition, if you go on to another limited shipment post after having shipped the entire 7,200 pounds, you may have to offset the weight of goods you acquired at post by disposing of some items originally shipped to post (*Exhibit 4* on page 15 gives HHE article weights).

"Less" is better. Overseas, dwellings tend to have limited or no storage space.

EXHIBIT 4

AVERAGE NET WEIGHT PER ARTICLE

6FAM Exhibit 162.3-2; <http://arpsdir.a.state.gov>**Living Room**

Bench	35
Bookcase - Solid Wood	125
Bookshelves, Sectional	25
Cabinet	50
Chair:	
Arm	50
Occasional	50
Overstuffed	90
Rocker	50
Straight	20
Clock, Grandfather	100
Desk:	
Small	100
Secretary	200
Winthrop	100
Floor Lamp	20
Footstool	10
	25
Piano:	
Baby Grand	500
Concert Grand	1,000
Upright	650
Radio:	
Portable	10
Table	15
Rug:	
Large	70
Small	20
Sofa:	
2 - Cushion	150
3 - Cushion	200
Hide-a-bed	175
Studio Couch	150

Stereo Equipment:

Cassette Deck	20
CD Player	35
Speaker	40
Tuner/Amplifier	45
LP Turntable	25
Table:	
Coffee, End or Nest	35
Drop-leaf	85
Library	150
Occasional	85
Television:	
Console	160
Portable	40
Table Model	65

Dining Room

Buffet	210
Chair	35
Chinaware (per cubic foot)	12
China Cabinet	175
Corner Cabinet	140
Rug:	
Large	70
Small	20
Rug Pad:	
Large	40
Small	15
Server	100
Table, Extension	210
Tea Cart	50

Bedroom

Bed, Springs & Mattress:	
Bunk (set of 2)	150

EXHIBIT 4

AVERAGE NET WEIGHT PER ARTICLE (Cont'd)

Bedroom (Cont'd)

Single	125	Play Pen	35
Double	150	Rug:	
King Size	225	Large	70
		Small	20
Bench:		Table	35
Dresser	30	Toy Chest	25
Vanity	25		
Chair:		<u>Kitchen</u>	
Boudoir	40	Cabinet:	
Rocker	25	Kitchen	200
Straight	75	Utility	70
Chaise Lounge	75	Chair	25
Chest of Drawers	175	Ironing Board	15
Chiffonier	175	Roaster	35
Dresser	175	Stool	10
Night Table	35	Table:	
Rug:		Breakfast	70
Large	70	Utility	35
Small	20		
Rug Pad:		<u>Appliances (Large)</u>	
Large	40	Air Conditioner, Window	210
Small	15	Dehumidifier	60
Vanity	175	Dishwasher	140
Wardrobe:		Dryer, Electric or Gas	175
Large	280	Freezer:	
Small	140	10 cubic feet or less	210
		11 - 15 cubic feet	315
		11 cubic feet and over	420
		Range, Electric or Gas	210

Nursery

Bathinette	35	Refrigerator:	
Bed	100	6 cubic feet or less	210
Chair:		7 - 10 cubic feet	315
Child's	20	16 cubic feet and over	420
High	25	Sewing Machine in console	100
Chest of Drawers	85	Sewing Machine, Portable	25
Crib	70	Washing Machine	200

EXHIBIT 4

AVERAGE NET WEIGHT PER ARTICLE (Cont'd)

**Porch, Outdoor Furniture
and Equipment**

Bench, Picnic	35
Bird Bath	35
Chair:	
Lawn	20
Porch	35
Grill or Barbecue	40
Gym Set, Outdoor, Child's	140
Rug:	
Large	70
Small	20
Sand Box	50
Settee	100
Slide, Outdoor, Child's	70
Swing, Outdoor	210
Table:	
Picnic	140
Utility	70
Umbrella, Outdoor	35

Miscellaneous

Bed:	
Day	135
Roll away	100
Bicycle	50
Bird Cage and Stand	35

Carriage:	
Baby	75
Doll or Folding	35
Carton:	
Books (per cubic foot)	25
Clothing	40
Linens	65
Clothes Hamper	10
Electric Fan	35
Filing Cabinet	140
Golf Bags with Clubs	40
Heater, Gas or Electric	35
Hose, Garden and Tools	70
Ladder:	
Extension	45
Step	25
Mower:	
Hand	35
Power	75
Sled	15
Tool Chest	100
Trash Can	15
Tricycle	25
Vacuum Cleaner	35
Wagon	35
Wheelbarrow	50



Packing yourself: - Doing your own packing can be tricky. A packing company may/may agree to inspect the contents of a carton that you have packed but not sealed. They will then seal it themselves and accept responsibility. However, NO/NO carton may be described on the inventory as "PBO"—packed by owner. Because of security concerns, PBO items will be delayed at exit or entry points to CONUS. **For UAB, since the packer now has to certify the contents, he will never accept to do so when he has not seen what the carton contains.**

- 2) Full Shipment - If you are being assigned to an **unfurnished** post, your combined shipping and storage allowance is also 18,000 pounds; however, you may ship as much of your allowance as you require. If, for instance, you require 10,000 pounds of effects at post, you may ship that amount and store up to 8,000 pounds. If you require the full 18,000 pounds at post, you may ship that amount and store nothing. The important thing to remember is that the **combined** total of what you ship and what you store may not exceed 18,000 pounds.

Again, as noted above, in the case of furnished quarters, you are encouraged to ship conservatively and augment your effects **after** you are settled in your new home to avoid paying storage expenses for excess household goods. You will also avoid living with excess goods since many post do not have commercial storage facilities.

For HHE, UAB and storage, don't seal cartons. Movers will not assume responsibility for cartons they have not packed. PBO cartons are no longer acceptable.

- b. **Definition of Household Effects (HHE) (6FAM 161.4;**
<http://arpsdir.a.state.gov>

HHE means furniture, and household and personal effects, including automotive spare parts, (tires, tubes, and accessories) for the use of you and your family. **HHE does not include boats, boat trailers, aircraft, animals, birds, plants, ammunition, construction material, propane gas tanks—even empty—and any items in commercial quantities.** These are prohibited items and **cannot** be part of your HHE. Snowmobiles and vehicles with two or three wheels such as motorcycles, mopeds, and golf carts, may be included with HHE.

Use a video camera to record the existence of valuable items and to establish ownership. You might also film the movers themselves.

- c. **High value Items** - Separate attention should be given to high value items. A high value item is an article which individually (not as part of a set) is worth more than \$1,000. A high value item derives its value from its uniqueness and its quality. Thus, a sofa that is worth \$1,000 is not a high value item and does not have to be listed. However, an unusual porcelain plate (value: \$1,000) is a high value item.

You may include such high value items in your HHE shipment. However, you are encouraged to hand-carry easily pilfered high-value items such as jewelry or coins. Regardless of the manner of shipment/storage, you must **declare all high value items in writing** at the time of making arrangements for shipment. You should provide a detailed list of your high value items with their estimated values, and attach it to a DS Form 1620 which is available on the INTRANET at: <http://almopsttm.a.state.gov/claims.asp> This form may be also be obtained from your GSO or from the State Department Claims Office (A/LM/OPS/TTM/CL) in Room 1245 Main State. Fill out the top of the form, and in the space for "Date, Place, Facts..." note "High Value Inventory"; attach your list to the DS 1620. Send your form and list to A/LM/OPS/TTM/TO or give it to your GSO to forward to A/LM/OPS/TTM/TO-Claims. You may also e-mail the list to: Claims Query (on Global e-mail) or video-tape your valuables and provide a voice-over description. Keep a copy for yourself.

On moving day, keep pilferable valuables out of sight.



Unless you provide this declaration, the loss or damage of high value items may be disallowed in the settlement of a claim against the USG.

d. **Shipment of Firearms: Outbound and Inbound** (6FAM 161.5-2)

1) If you plan to ship firearms to a post abroad - Review the Post Report for any restrictions on imports and procedures to follow to import your gun(s) into the host country. If the Post Report does not answer this question, check with your future post's Administrative Section—especially the Regional Security Officer or the GSO. When departing from the U.S., register any firearms you plan to take abroad with the U.S. Customs and Border Patrol (CBP) using Customs Form 4457 which can be downloaded at www.cbp.gov. The weapon must be taken to an airport Cargo Office for verification of your identification and registration of the weapon's serial number. You may also call Customs at ☎ **703-661-3660** for information on registering your weapons.

2) If you plan to ship firearms to the U.S

You may re-import any firearms that you can prove were originally shipped from the United States. Methods of proof are:

- ✓ Bill of sale, receipt or other commercial document showing transfer of ownership in the United States;
- ✓ Clear identification, including serial number if available, on household effects inventory or packing list prepared in the United States for outbound shipment; or
- ✓ Registration on Customs Form 4457 before your departure from the United States.

In order to import firearms purchased abroad, you must complete the Bureau of Alcohol, Tobacco and Firearms (ATF) Form 6, Part 1, #5330.3A --"Application and Permit for Importation of Firearms, Ammunitions and Implements of War." This form can be obtained from the ATF at www.atf.treas.gov or by calling (only in emergency) ☎ 703-455-7801. The form should be submitted approximately 60 days before the intended importation. A single permit can cover multiple firearms. More information on importing weapons may be obtained from ATF at ☎ 202-927-8320.

U.S.-purchased firearms being re-imported should be included in your HHE shipment. They should be labeled clearly on the shipment's inventory with serial number, and packed separately for easy access by Customs inspectors. **Foreign-purchased firearms being imported MUST NOT be included with HHE or UAB shipments**, although the expenses of shipment may be charged against employee's TA. You must arrange with a custom broker or importer to handle the shipment, which should go separately from your other shipments. Despatch Agents will not handle any shipments of foreign-purchased firearms.



NOTE: THE DEPARTMENT OF STATE WILL NOT SHIP OR STORE AMMUNITION AS PART OF YOUR EFFECTS. Ammunition, a Hazardous Cargo, requires special handling and labeling. Neither the contract packer nor the Transportation Division is equipped to deal with these special requirements, the stiff penalties imposed for mistakes, or the consequences of any accident involving an ammunition shipment. Your ammunition should be shipped separately, and consigned to an import handler. Fees may be vouchered. Before any ammunition is exported to any country, check with your new post on local laws and restrictions that are often stringent.

e. **Shipment of Alcoholic Beverages: Outbound and Inbound**

- 1) Shipping liquor abroad-outbound:- Alcoholic beverages may be included in household effects you send to any post abroad, subject to the restrictions of the host country. You must check the Post Report to determine whether restrictions or special requirements exist for the importation of wine and spirits into the country to which you are assigned (e.g., the Middle East). (6FAM 168.3-1-C)

Shipping liquor back-inbound: Wine or spirits shipments should be packed separately and shipped under a separate Ocean Bill of Lading. The cost of packing and shipping can be paid at post at USG expense against the TA fiscal data and within the authorized shipping allowance.

- **You are responsible for** the selection of a customs broker to clear the shipment through Customs. (Your post will be able to give you the names of brokers.) You are also responsible for **the payment of any applicable duties** and for the arrangements for delivery and unpacking of the shipment at your home. **The Government will reimburse you for all transportation, delivery and unpacking charges (but not for broker's fees, storage, or applicable duties)** if you submit a travel voucher and attach valid receipts.



REMEMBER to comply with U.S. laws and ensure the earliest possible delivery of your shipments when you are returning to the United States, **DO NOT SHIP ALCOHOL IN YOUR HOUSEHOLD EFFECTS!**

- f. **Shipment of Pets** – Restrictions on animals vary greatly from one country to another as do quarantine requirements. You should refer to the web site of the Overseas Briefing Center(OBC) <http://fsi.state.gov/fsi/tc> and to post travel cables (TMTWOs) which are on file at the OBC regarding importation of pets into your country of assignment. The OBC is part of the Transition Center (TC) at the Foreign Service Institute.

When shipping pets, start to plan very early as many airlines now have embargoes on shipping animals. Country requirements vary and in some cases include lengthy quarantine, micro-chipping or identity tattoos.

Please note that STATE 54870 (March 28, 2001) expands the use of the Miscellaneous Portion of the Foreign and Home Transfer Allowances (Standardized Regulations 240 and 250). The actual cost of shipping a pet (This does not include the cost of quarantine or the fees of a veterinarian or of a professional pet shipper.) may now be included as an expense under the Miscellaneous Portion of the Transfer Allowance.

NOTES ON WEBMOVE: WEBMOVE is a web-based tool that allows you to initiate your move request to Transportation via the Department's INTRANET. WEBMOVE applies to moves from Washington to an overseas post, from post to Washington, from post to post and at the time of retirement. WEBMOVE helps to reduce problems associated with a move by introducing a one-stop resource for starting the moving process. WEBMOVE can be found at: <https://webmove.a.state.gov>

5. Shipments of Consumables and Vendor Items

- a. **Consumables** - At some posts, needed foodstuffs are not readily available. Thus, employees at these posts are entitled to an extra weight allowance for consumables. The weight allowance for consumables is 2,500 pounds for a two-year tour. For each additional year, the allowance increases by 1,250 pounds—e.g. 3,750 pounds for a three-year tour. Consumables are limited to foodstuffs for human consumption (the one exception: pet food) or to items used for personal or household maintenance such as toiletries, paper products or “kitty litter.” **Consumables are used up. They do not wear out.** Thus items such as automobile tires or batteries (which wear out) are not acceptable. **Consumables shipments may not include household effects; however, household effects shipments may include foodstuffs if you have weight available within your allowance and choose to ship more foodstuffs.**

The Post Report should tell you if a consumables allowance is authorized for your post or check with Transportation (Room 1244 Main State, ☎ 202-647-4140.) Finally, your TA must also specifically authorize the consumables allowance if your post qualifies. If your post indeed qualifies and your orders do not authorize consumables, have your orders amended immediately by your Personnel Technician (Room 4250-SA/3).

You must decide how you wish to have your consumables shipped. If you order all of your consumables from a single vendor, you may want to have the consumables shipment picked up by your packer from the vendor. **You may also assemble your consumables at your residence to be packed at the same time as your HHE; just make sure that the two shipments are packed and weighed separately.** Always let Transportation or your GSO know if you are shipping consumables. Transportation books this separate shipment with the packers and issues appropriate documents.

Check with post to determine what items you may need since availability of goods changes.

You may ship consumables from either Washington or your old post. Shipment from your old post is automatically authorized, but if you wish to ship from Washington instead, you can request that your Personnel Technician specifically authorize that shipment. If you will not be in Washington long, and wish to ship consumables from another city in the U.S., it will be shipped only on a cost-constructive basis, compared to a shipment from Washington (if that was specifically requested on your orders) or your last post, whichever is more beneficial to you.

- b. **Vendor Items to Post:** - Vendor items are household effects items purchased from a store or wholesaler that you would like to have transported to your new post. If you order furniture, liquor, or other items from a vendor for shipment, you would do best to bring

or have the items delivered to your residence for inclusion in your HHE shipment (exception: do not include liquor in HHE bound for the U.S.). Although it is possible to have them picked up directly from the vendor by the packer, the items will most likely then be shipped separately from your HHE shipment and you have little control over how promptly they are sent. If you decide to have them picked up by the packer, give written instructions both to the packer and to the vendor on what items are to be picked up and what special handling they may require. If your HHE shipment has already departed for post, you may want to have vendor items delivered by the vendor to the packer. **Be aware that vendor items, unlike consumables, are included in the total weight of your HHE shipment.** There is no separate "allowance" for vendor items.

If you are returning to the US, vendor items should always be shipped from your residence (rather than shipped straight from the vendor) This is because household items bound for the U.S. may not be imported duty-free unless they were in your possession at post, and are thus considered used items.

You may do cost-construct shipments of vendor items from post to post abroad. Whatever costs exceed the usual costs along the authorized route would be your liability. For shipments to the U.S., though, there can be no cost-constructs from an alternate point of origin (instead of from your last post). Again, in order for household effects to enter the U.S. duty-free, they must have been in your possession at your last official duty post.

6. Controlled Storage

- a. **Definition** - Controlled storage involves special provisions and secure facilities in which temperature, humidity, or other conditions are controlled. Controlled storage is designed for rugs, tapestries, paintings, silverware, heirlooms, furs, clothes, documents or other **NON-FURNITURE** items of high value needing special storage.

Furniture cannot be placed in controlled storage. Consider having antique furniture crated for protection in regular storage.

To qualify for controlled storage, a single item must be valued at a minimum of \$1,500. As for a collection, if the value of the collection is at least \$1,500 and it derives its value from being a collection or set, it too qualifies for controlled storage. For example, five pieces in a silver service might net \$1,000 if sold separately but \$1,500 if sold as a collection. Any functioning firearms, regardless of value, may be placed in controlled storage.

Controlled storage is exempt from the 200-pound minimum storage restriction. You may store as little as one piece of clothing or one painting, if need be.

- b. **Authorization** - Controlled storage must be specifically authorized in your TA. Submit your request to your Personnel Technician, along with a memorandum containing an **itemized inventory** of items to be stored. Proof of value, such as a purchase receipt or appraisal, is required for each item.
- c. **Arranging controlled storage** - Many of the Department's contractors do not have controlled storage facilities, so you may have to use non-contractors for this service. Transportation will issue the necessary authorizations for packing and storage for the company you choose, but you should schedule the packing and pick-up of the controlled storage directly with the company. Some of the department stores in Washington also provide cold storage, but they will not bill the Department of State. If you choose to use the services of a department store, you must pay from personal funds and periodically submit a voucher to claim reimbursement. **(see Section IV-E for names of storage companies)**

7. **Automobile Shipment--Export and Import**

- a. **Authorization** – For most posts, you are entitled to ship **one** privately owned vehicle (POV) to your new post from your old post at U.S. Government expense, subject to the criteria below. Your TA will indicate whether you are authorized this benefit.
- b. **Time Limitation** - If you do not ship a car to post at the time of your departure, and later wish to do so, check with your Administrative Section to arrange for shipping your car to you. Keep in mind, however, that your TA is valid for only one year and that you must ship your car within one year from your arrival date at post. Ask your Admin. Section if any host country restrictions apply.
- c. **American-made or American-purchased POV** - If you own an American-made or a foreign-made car that you purchased and had delivered to you in the U.S. you may, at government expense, ship your car to post; ship your car later between posts; and ship your car back to the U.S. from post.
- d. **Foreign-made/foreign-purchased (FM/FP) POV** – A foreign-made POV which you purchased abroad or purchased in the US for delivery abroad is now treated like an American-made car. Provided that shipment of a car is authorized in your orders, a foreign-made car may be shipped to post, from post to post or back to the United States. You are, however, responsible for seeing that the vehicle meets EPA and DOT standards. (6 FAM 165.9; <http://arpsdir.a.state.gov>)

Before starting arrangements to ship a POV, check on post requirements and restrictions.

Do not ship anything in the car, such as tools or tires, which can be removed.

- e. **Preparing your POV for shipment abroad –** (1) If you are transporting an American-purchased car to a post abroad, you may need to remove the catalytic converter before shipment from the U.S. Obtain the Environmental Protection Agency (EPA) letter from Transportation. Lead-free gasoline is not available at all posts, and you will be forced to use leaded fuel. Leaded gas will cause permanent damage to the catalytic converter. (2) To avoid theft, include as many items as possible (radio, tools, spare tires) in HHE. (3) Your POV must be in working order so that it can be driven from your residence to the port by a drive-away service.
- f. **Working with Despatch Agent in U.S.** - If shipping your car from the U.S., complete the Vehicle Shipment Form (JF49-10/04) (<http://arpsdir.a.state.gov/eform/jetforms.html#MISC>) - which along with instructions is inserted in this book. Mail it directly to the Despatch Agent handling your shipment with a copy to Transportation. You should give the Despatch Agent at least two weeks' notice of your car's shipment so arrangements can be made by the Agent for a drive-away service to pick up and transport your car to the port.

If your dates for shipment change after you have notified the Despatch Agent, contact the Agent immediately since you will be responsible for the expense of any second pickup attempt.

- g. **Preparing your POV for shipment to the U.S.** --
- 1) **U.S. Regulations** - The Motor Vehicle Safety Act of 1966 and the Clean Air Act of 1968 prohibits the importation of a motor vehicle (or motor vehicle engine) that does not conform to specific U.S. safety and air pollution control standards. Since unleaded gasoline is sometimes unavailable outside of North America and Europe, catalyst-equipped cars driven outside this area will no longer meet U.S. emission standards. The use of more than two full tanks of leaded gasoline will "poison" an installed catalytic converter and render it permanently inoperative.
 - 2) **American-Purchased Cars** - If you shipped your U.S.-made or U.S.-purchased POV to post, returning it to the U.S. will generally create no problem as long as the catalytic converter and gas inlet are re-installed on the car to meet U.S. Customs and EPA regulations. **These adjustments must be made within 7 days of receipt of the car.**

- 3) Foreign-Made, Foreign-Purchased Cars - If you purchased a foreign-made car at post or took delivery at post, you must be certain that your car meets U.S. standards for safety and anti-pollution control devices before you can bring it back with you to the U.S. **Authority to ship a POV must be explicitly stated on your TA.**



NON-CONFORMING VEHICLES ENTERING THE U.S. MUST BE BROUGHT INTO COMPLIANCE, EXPORTED, OR DESTROYED. UNDER THE CLEAN AIR ACT. IF YOU IMPORT A NON-CONFORMING CAR, YOU ARE LIABLE FOR A CIVIL PENALTY OF UP TO \$10,000. Authorization for shipment of a foreign-made, foreign-purchased vehicle on your TA is not a waiver of the safety and clean air requirements. For more information on the stringent requirements for bringing a vehicle into conformity, you might consult: www.cbp.gov



- h. **Catalytic Converter** For going overseas, removing the catalytic converter is considered an allowable expense under the Miscellaneous Expense Portion (MEP) of the Foreign Transfer Allowance (Standardized Regulations 240; <http://aoprals.a.state.gov>) if the employee itemizes expenses. For returning to the US, reinstalling the catalytic converter is likewise an allowable expense under the MEP of the Home Service Transfer Allowance if the employee itemizes. In both cases, the cost of auto registration and driver licensing are considered allowable expenses.
- i. **Periodic Replacement of POVs** (6FAM 165.4; <http://arpsdir.a.state.gov>) You may request that your authorizing officer approve the shipment of a POV at government expense from the United States, as a replacement for your last vehicle shipped at government expense, subject to available funding at the receiving post, and to the following conditions:
- 1) You have not shipped a POV from the U.S. in the last 4 years;
 - 2) You have been in continuous service outside the U.S. for 4 years (home leave or TDY in the U.S. does not constitute a break in service);
 - 3) You are assigned to a post 200 miles or more from the continental U.S., or the use of sea transportation is required to get the POV to post (Mexico City, Merida, Hermosillo, Guadalajara and Monterey are excepted and qualify for the shipment of a replacement vehicle at U.S. Government expense);
 - 4) You have not shipped a car from the U.S. on a cost-constructed basis in the last 4 years;
 - 5) You have not shipped a POV between foreign posts at government expense in the last year (or the last 9 months, if you have an 18-month tour of duty); and
 - 6) On the date on which a request for periodic replacement authority is made, you are scheduled to remain at post for at least 1 year (9 months for employees with 18-month tour of duty).
 - 7) The host country will allow duty-free import of a second vehicle. Some posts allow only one vehicle and even consider a motorcycle as a second vehicle.

- J. **Insurance** - It is important that you obtain commercial insurance to cover **both** marine and land transits of your vehicle. It is not advisable to deal with separate companies for these two types of insurance. Disputes sometimes arise between carriers over the exact site of damage or loss and consequently, over liability. Any claim you file may not be paid until the disputes are settled. You also will need Comprehensive and Third Party Liability insurance.

Getting very well organized is the key to a good move. At some point, you must give your move top priority—even with all the other demands on your time.

8. Supervise Your Packout

- a. **Suggestions For Your Move** - Goods which are to be discarded, given away or sold should be dealt with BEFORE the packers arrive. The remaining contents of the house might be organized into several categories: (1) unaccompanied air baggage (UAB); (2) household goods to be sent to post (HHE); (3) goods to be stored; (4) personal baggage; and perhaps (5) goods to go to boarding school or college. Months before you move, you can begin to organize by using a system of colored dots or labels, one color for each category. (For example, blue might be for UAB, green for HHE, red for storage, yellow for personal baggage and white for college or boarding school shipments.) Color coding has three advantages: (1) employee can quickly indicate the disposition of each item; (2) movers can easily see "what" is to be sent "where;" and (3) it facilitates grouping items to be handled in the same way.

Use as many original cartons as possible for packing computers or appliances.

Have rugs, coats, and other items cleaned, particularly if you plan to store them. **Remove your clothes from their hangers;** hangers will be sent separately from clothes so as not to damage them. Make sure that any item for controlled storage is separated from those items for conventional storage. Have everything ready to go when packers arrive; do not expect packers to remove electrical fixtures, draperies or wall-to-wall carpeting, or disconnect gas lines.

Articles of unusual value or fragility, which require special crating to ensure their safe transit or storage, should have been mentioned at the time of the pre-pack survey. Again, the additional weight of any special crating is chargeable against your net weight allowance. Permission to crate must be obtained from the Transportation Division prior to the packout date. The packing company should measure for crates during the pre-pack survey.

For keys or special screws or hinges, note what movers do with them. Provide small plastic bags in which hardware and keys can be placed. Either see that they are taped to the furniture or keep them yourself. This often saves lots of hunting for small but essential items when you unpack.

Do not rely on verbal assurances. If the packing company promises you any type of special service (e.g., security crating, separation of special shipments, etc.), **GET IT IN WRITING**. Oral agreements will not help to settle any subsequent problems that arise during shipment of your household effects. The packing company cannot promise any special services beyond those included in their contract.

For best results, plan on being present to supervise the entire pack-out. Your personal supervision reduces the potential for items being sent to the wrong place.

Do not let the packers totally control the move. Insist on an adequate, but not overwhelming, number of packers and let them know you are informed about packing requirements and procedures. You are entitled to 2 to 4 days Administrative Leave for pack-out, so there is no need to feel extremely pressured. If you encounter any problems such as incompetence, rudeness, lateness, no-shows, etc., report this to Transportation at ☎ 202-647-4140 or to your GSO at post **IMMEDIATELY** while the move is underway.

You may find it helpful to keep your own numbered inventory as you go along, including more details about the contents of each carton. This will make it easier to retrieve specific stored boxes or individual items later, as well as to separate things you want unpacked immediately from things that can wait. It also helps ensure that the official inventory is correct. Make extra copies of your inventory when it is completed.

Do not offer the movers any type of alcoholic beverage including beer

If your packer approaches you about purchasing extra insurance on your effects shipments, be aware that the Department will not pay for this extra insurance. Furthermore, better coverage is available through a commercial insurance company.

Anything you can do to show the packers some consideration—coffee, doughnuts etc.—usually pays off in better work.

Do not leave money or other valuables uncontrolled on packing day. Put passports and airline tickets in a safe place to avoid having them inadvertently packed in one of your shipments.

Do not leave your home on packing day until the packers finish unless a friend or neighbor can stay to act on your behalf.

- b. **Packers' obligations** - Packers must individually wrap every article, except for clothing and blankets, for sufficient protection. Every article must also be properly packed in a suitable container. Clothing and blankets must be neatly folded and placed in boxes properly lined with clean Kraft paper. Clothing should be packed in wardrobe boxes or cartons without hangers.

Leave space for the packers to work—preferably the top of a dining room table.

Each carton must be marked on the outside, in general terms, as to its contents (e.g., kitchen utensils, books, dishes, clothing, linens, etc.). Each individually wrapped piece (such as a couch), as well as each carton, must also be identified with a lot and an inventory number. These numbers must be written on the outside of each piece of furniture, article, or carton after it is wrapped or sealed for shipment or storage. This information is vital in the event you wish to retrieve certain articles for shipment to post later. As an extra precaution, you might want to write your name and destination on the outside of each wrapped article.

The official inventory is made later by the packers after the boxes are packed and sealed. As the inventory is based on what is written on the box, you must be sure that the descriptions on the boxes are adequate to differentiate between boxes, so they will be put with the correct shipments. For example, if you are going to take professional books but leave behind your collection of Ellery Queen mysteries, mark the boxes accordingly. Also, although boxes may be marked in a foreign language (the packers'), the inventory must be written in English.

Be sure that the mover's inventory for storage and HHE is accurate.

You or your agent will be asked to sign the inventory when it is prepared. *Make sure the inventory is complete and correct to prevent future problems in case you are obliged to make a claim later against your insurance company or the Department.* Many inventories also contain information on the "condition" of your effects. Make sure that this information is correct before you sign on the dotted line. **KEEP COPIES OF THE INVENTORY IN A SAFE PLACE. IT IS YOUR ONLY PROOF THAT THE GOODS ARE YOURS.**

You might prepare your own parallel inventory to have a more complete record of the contents of each carton.

If you do not unpack all the boxes at your destination immediately, be sure to note "Contents subject to further inspection" on the receipt before signing. **You have 75 days after receipt of a shipment either to file a complete claim for damage/loss or to send in an intent-to-file memorandum to Claims (A/LM/OPS/TTM/CL, Room 1245 MS) via e-mail (ClaimsQuery@state.gov), FAX (202 647 2800), mail or by hand delivery. If you send in the intent-to-file memorandum, you have two years from the date of delivery of the goods in which to file a complete claim. However, it is to your advantage to file within one year of receiving goods.** (See Part III-C for more information on the Claims Act. Also <http://almopsttm.a.state.gov/claims.htm>)

The packing companies will have been notified of your total weight allowances. Contact them once your shipments have been crated and weighed to ascertain whether the gross weight of your UAB, and individual net weights of the HHE, storage, or consumables portions are within your allowances. The weight of the shipping crates, except those specially requested for fragile items, is not counted against your HHE weight allowance.

If there is loss or damage, send in the "intent to file" statement within 75 days of the goods' delivery.

C. TRANSIT TIMES

The transit time to a post varies depending on the type of shipment and the location of the post. However, the experience of the Transportation Division allows the following generalizations to be made:

1. **Air Freight (UAB)** - The Washington area packing contractors are allowed **two working days** from pickup at the residence to deliver the UAB to the carrier.

The freight forwarder and carriers which move the UAB from Washington to post are allowed **fifteen days** to move the air freight from U.S. airport to the airport that serves the post overseas.

2. **Household Effects (HHE)** - The Washington area packing contractors are allowed **five working days, seven in the summer**, to have the HHE or Consumables ready to be moved to the port. This period starts when the effects are taken from the residence or vendor.

The process of marking the shipment, moving it to port, putting it into a container and loading it on a ship takes another **two weeks**.

The frequency of sailings varies according to the destination, from **weekly to monthly**.

Finally, the transit time to the port of discharge serving your post ranges from **14 to 45 days**.

The time necessary to clear shipments through customs at post, and any inland transportation time, is not included in these figures. Time required for clearing customs varies greatly. In some cases, the employee must be in-country for the process to start.



NOTE: Packers and carriers outside the Washington area are not under contract and the above time frames are not guaranteed. Consult your new post's Administrative section for information on the approximate time needed for shipment, customs clearance, and delivery to you. If a shipment is described as "ITGBL"--"International thru Government Bill of Lading"--it is easier to predict time elapsed since specifications for delivery are written into the contract.



D. OUTBOUND TRAVEL

1. **Understand Your Authorized Itinerary and Responsibilities**
 - a. Your TA will spell out your authorized itinerary. Any deviation from your authorized points of origin, home leave, TDY or consultations, and destination must be performed on a cost-construct basis. Such travel is termed "indirect travel." You will be responsible for any excess costs incurred because of changes made for personal convenience or indirect travel. **Use of city-pair (contract) fares is not authorized for indirect travel.** Therefore, your personal costs could be substantial.

- b. To the best of your ability, **you are responsible for the correct performance of official travel**, and for the payment of any substantial charges incurred because you failed to comply with governing regulations, **regardless of who may have assisted you in making travel arrangements.**
- c. You are expected to minimize the cost to the Government of the travel performed by you and your dependents, as much as possible. You should use the most direct and expeditious route **consistent with economy and reasonable comfort and safety.** If you are leaving the U.S., you might consult either American Express at the State Department (1 800 752 2320) or Post Management to confirm the "usually traveled route." If you are on a post-to-post transfer abroad, and would like advice on the most direct routing, consult the Administrative section at your present post, or contact your bureau's Executive Office or the Transportation Division (ask for Travel Regulations) at ☎ 800-424-2947, or ☎ 202-647-4140.

Remember that you are responsible for doing the right thing, even if you are given faulty information (6FAM 115)

2. Comply with the Fly America Act (6FAM 131.4) <http://arpsdir.a.state.gov>

- a. **What the Law Requires** - The Fly America Act, as amended in 1980, establishes as a legal requirement that all government-financed travel be performed using American-flag airline service where it is available. American service must be used according to law even if foreign-flag carrier service:
 - ✓ is comparable and cheaper
 - ✓ can be paid for with excess currency
 - ✓ may be preferred by agency or traveler
 - ✓ is more convenient
- b. **Your Travel Responsibilities** - You are expected to be flexible in making travel arrangements that allow you to maximize American-flag airline service. Especially on permanent change-of-station moves, travelers must arrange their schedules around the American carrier schedules as much as possible. TDY travel where travelers can exercise flexibility should also conform to the Fly America Act, unless it meets one of the exceptions below.
- c. **Basic Guidelines for Fly America** -
 - 1) Fly into and out of the U.S. on American-flag carriers; (for exceptions see 6 FAM 135.1 through 135.7)
 - 2) A foreign carrier may be used for official travel between two points abroad. This includes travel between two points abroad that is part of a trip to or from the United States (i.e. the foreign leg of a trip to or from the United States); and

EXHIBIT 5**JUSTIFICATION CERTIFICATE FOR USE OF A FOREIGN-FLAG AIR CARRIER
OR VESSEL**_____
(Date)I certify that it (is) (was) necessary
for_____
(Name of traveler or agency)

to use

(Name of foreign-flag air carrier(s) or vessel(s))

or to transport

(Personal effects)

(Freight)

between _____ and _____

En route from _____ to _____

on _____ for the following reasons:

(Date)_____
(Signature of traveler or authorizing officer)_____
(Organization)

(NOTE: If this justification is not submitted with the employee's travel re-imbursement voucher, or a justification statement is not in the travel voucher, the employee may be liable for the total cost of the foreign flag air fare segment(s). If this justification is not submitted with freight documentation, the authorizing officer may be liable for the total cost of the foreign flag air segment{s}. 6 FAM Exhibit 135.7;

<http://arpsdir.a.state.gov>

- 3) Reconfirm with your GSO or travel counselor that there is no American service available for any segment of your ticket that is booked on a foreign-flag carrier.
 - d. **Justification for Use of Foreign-Flag Carriers** - Whenever a foreign-flag carrier is used on government-financed travel, for any reason, your authorizing officer must prepare a written statement to be attached to your travel voucher. The statement should specify the reasons justifying non-use of American-flag carriers (see Exhibit 5 on page 33 for sample form). If use of foreign-flag carriers was due to an unforeseen situation such as bumping, you may prepare the statement and attach it to your own voucher.
 - e. **Your Financial Responsibility** - If you fail to use available American carrier service, or if you arrange an indirect route that decreases your use of available American carriers, you will be liable for the loss of revenues suffered by the American companies. You should not be held liable when the differences in distance are relatively small and thus difficult to measure. However, if your deviation from the usual route is significant, you should be aware that the amount disallowed on your voucher may also be significant. You may refer questions to Travel Regulations in the Department. ☎ 202-647-4140 or ☎ 800-424-2947.
2. **Use City-Pair (Contract) Fares (6FAM 128.3; <http://arpsdir.a.state.gov>)**
- a. **Just What are City-Pairs?** - City-pair fares are contract fares negotiated between the General Services Administration (GSA) and American carriers for city pairings that are frequently used in government-financed travel. These contract rates are re-negotiated annually and, once agreed upon, are generally valid for a year. City-pair fares exist for many domestic pairings and a good number of international pairings. The fares are generally much lower than full-fare economy tickets. If city-pair fares exist, USG employees must use them unless travel circumstances preclude their use.
 - b. **Where You Can Find City-Pair Fares** – The Official Airlines Guide (OAG) produces an electronic document called the “Official Traveler.” It contains data on every published direct and connecting flight for some 800 airlines worldwide. It is updated monthly. It identifies city pairs (and flights which comply with “Fly America.”) and is available on Intranet at: <http://almopsttm.a.state.gov/Online-Traveler>. If your post cannot access this, contact Transportation via phone or e-mail.

4. Make Your Reservations Through Your Post or the Department

- a. **Use of Travel Agencies** - For travel from the United States, the American Express Company is under exclusive contract as the State Department's Federal Travel Management Center (TMC) to provide travel services. All travel from the Washington metropolitan area should be arranged through their offices, to meet legal requirements ☎ 800-752-2320 or ☎ 202-647-8497. Travel from other points in the U.S. may be arranged through American Express within the Department by calling their 800-752-2320 number or directly from carriers. Questions about specific travel regulations can be directed to the Transportation Division (ask for Travel Regulations section at ☎ 800-424-2947 ☎ 202-647-4140). When departing from a post abroad, you should consult your GSO to determine whether your post has entered into a contract for provision of travel services; if so, you must use the post's contract travel agency to make your arrangements.
- b. **Procurement of Tickets** – When traveling from Washington, tickets are provided according to what is required by the Travel Authorization. Government-financed travel is sometimes procured by means of a Government Travel Request—which is being phased out---(GTR), or through a government-provided credit card, except in extraordinary circumstances. *Personal credit cards or cash should never be used to pay for government-financed travel costing over \$100 unless it has been authorized in advance or unless there is a real emergency.*
- c. **Accommodations** – Usually, you are entitled to economy class travel (though full-fare economy-class tickets should not be booked when city-pair or other Government rates are available). For TDY and PCS trips that are more than 14 hours, business class is now authorized.
- d. **Travel Days/Hours** - To the maximum extent practicable, agencies should schedule official travel within the regularly scheduled work week; however, foreign affairs agency employees are expected to be flexible in accomplishing travel to meet the "needs of the service."
- e. **Leave En Route (Interrupted Travel)** - In order to take approved leave, travel by a usually traveled route may be interrupted for the convenience of the traveler. The employee is charged annual leave with no per diem for excess time in travel status. Interrupted travel on a direct route does not result in traveler's forfeiture of up to 24 hours' per diem for a rest stop. Where there is an authorized stop for TDY or consultations, however, the rest stop is not authorized (per diem is payable only for necessary consultations days).

- f. **Baggage Allowances** (6FAM 148.1; <http://arpsdir.a.state.gov>) The weight and the number of pieces authorized to be transported at USG expense as checked luggage depends upon whether the travel originates on a US flag carrier or on a foreign carrier. When leaving the US, the traveler usually may take two bags each weighing a maximum of 70 lbs. for a total of 140 lbs. If, in conjunction with international travel, the traveler has a separate ticket for the domestic portion of his/her travel (where the luggage allowance is less than two bags each at 70 pounds) or if s/he is required to change to a foreign carrier whose baggage allowance is less than 140lbs, s/he may be charged an excess baggage fee. In these cases, s/he may claim as a miscellaneous expense the charge attributable to the difference between: (1) the domestic flight's baggage allowance and the US carrier's international baggage allowance or (2) the US carrier's international baggage allowance and a foreign carriers more restrictive allowance.
- g. The checked luggage allowance for international travel that begins on foreign carriers is usually 44 lbs. (20 kilos) for economy class and 66 lbs. (30 kilos) for first class. When travel on the foreign carrier constitutes the first leg of an international itinerary, the traveler is authorized the first class allowance. If a Government Excess Baggage Authorization Ticket (GEBAT) cannot be issued to pay (The GEBAT is almost totally phased out.) for the first class allowance, the traveler may pay directly and claim the excess weight fee as a miscellaneous expense. In all cases, the receipt for the excess baggage charges must be submitted with the travel voucher. The traveler is also entitled to carry on one piece of small luggage, which must fit under or above his/her seat.
- g. **Travel Allowances** - You may be entitled to advances on allowances such as the Foreign Transfer Allowance-FTA (DSSR 240) part of which is the Pre-Departure Subsistence Allowance for costs incurred up to ten days after moving out of permanent quarters after a US assignment. Returning to the US from overseas, you may be entitled to an advance from the Home Service Transfer Allowance Allowance-HSTA (DSSR 250). At post, the Temporary Quarters Subsistence Allowance-TQSA (DSSR 120) is available to pay the cost of temporary quarters (plus meals and laundry) after arrival or upon departure. Check with your Financial Management Officer (FMO) at the post you are leaving, or the Allowances staff in Washington ☎ 202 663 1121. E-mail: AllowancesO@state.gov. . Also see "Per Diem, Allowances, and Advances" on page 47. Consult the Travel Service Center (Room 1258 MS) in person.
- h. **Travel by Mixed Modes** - You are encouraged to travel by air. However, mixed modes of travel (air plus train, ship, or POV) may be used subject to the following conditions:
- 1) **General Mixed Modes Guidance** - Travel by non-air segment must be on a direct route to authorized points in your TA. Any

deviation from the usually traveled route results in indirect travel, and liability to traveler. **The cost of travel by alternate mode should not exceed the cost of the authorized air travel.**

- 2) Travel by POV (6FAM 146.1)--
 - a) Which is advantageous to the Government: Travel by POV must be deemed advantageous to the Government. The POV used must be your property before initiation of the trip, and you must intend to ship/drive your POV to the ultimate destination in your TA. Reimbursement for travel in this situation is limited to actual mileage (at 37.5 cents per mile) to authorized points on a direct route plus related per diem, not to exceed 10 days. Foreign Service employees are expected to cover an average of 300 miles/day while traveling in a POV.
 - b) Involving POV acquisition and transportation: If you have not shipped another POV under your TA, and you wish to acquire a POV at a point on a direct route to your post of assignment, you may be authorized to drive your POV from the point of acquisition onward directly to your final destination. You must have your TA amended to specifically authorize this travel/transportation of a POV. In no case may the cost of driving the vehicle from where it was acquired exceed the cost to the U.S.G. had the vehicle been shipped from the point of origin specified in the travel authorization to the authorized destination.
 - c) Which is for personal convenience of the traveler: When you elect to use your POV for personal convenience (i.e. no perceived advantage to the U.S.G. and authorization does not appear in your TA) reimbursement of mileage plus per diem may not exceed the cost of the usual airfare on a direct route.
 - d) Reimbursable items: When traveling via POV, other reimbursable items include: parking fees; ferry fares; and bridge, tunnel, and road tolls. Reimbursement is not allowed for a rental car unless travel by POV is determined to be at Government advantage (usually for TDY).

- 3) Travel by Train (6FAM 147.1) Train travel may be authorized on a direct route from origin to destination. A seat in the sleeping car or parlor car is authorized for each traveler, except when travel is entirely within the U.S. and the duration of the trip is 5 hours or less. When night travel is involved, one standard lower berth is allowed for each traveler.
- 4) Travel by Ship (6FAM 147.1-1) Travel by ship must be on American-flag vessels where they are available. You may be permitted to travel by ship for medical reasons, or when travel expenses (including per diem, incidental expenses, fare, and travel time) do not exceed expenses which would have been incurred through authorized air travel. Leave is charged for excess travel time. You are allowed the minimum first-class accommodations available on ship travel (first-class means room must provide direct access to washbasin, shower or bath, and toilet). You may elect to use cabin or tourist class.



bound

A. INBOUND TRANSPORTATION**1. Know What to Do on Arrival at Post Abroad**

- a. When you arrive at post abroad, *you should*:
 - 1) Give your GSO the address and phone number where you can be reached;
 - 2) Collect your pets - arrange for importation and pick-up of your own pets, making sure you comply with local restrictions and quarantine;
 - 3) Get firearms cleared - arrange for importation of your firearms and ammunitions through a customs broker or your GSO.
- b. When you arrive at post abroad, *the GSO at post will*:
 - 1) Arrange for duty-free importation of your air freight, household effects, consumables and POV;
 - 2) Coordinate with you and post's moving company to establish a date for delivery of your UAB and HHE;
 - 3) Trace delayed or missing shipments;
 - 4) Assist with claims for damaged shipments.

2. Know What to Do on Arrival at Post in U.S.

- a. When you arrive at post in the U.S., *you should*:
 - 1) Give your Transportation Counselor (TC) the address and phone number where you can be reached (call your TC at ☎ 202-647-4140 or ☎ 800-424-2947);
 - 2) Call your TC periodically to check on the arrival of UAB and HHE, and to get the name and number of the moving company that is handling your inbound shipments.
 - 3) Pick up your pets - arrange for importation of your own pets, making sure you comply with restrictions and quarantine;

There is no temporary storage for POVs. You must take possession immediately, once your vehicle arrives in the US.

- 4) Clear your liquor shipments - **You must arrange for importation and payment of duty on alcoholic beverage shipments, through your chosen customs broker** (see OUTBOUND for guidance on shipping alcohol – page 20);
- 5) Get firearms cleared - arrange for importation of your firearms and ammunition through a customs broker or other assistant (see OUTBOUND for rules on sending firearms back to the U.S.-page 19);

Remember that you are allowed 90 days storage from your day of entry on duty—not from the day the HHE arrives in the US

- 6) Comply with special storage rules for Washington assignments - **All lots must come out of storage.** This includes any long-term permanent storage that you may not have seen in 10 years, as well as effects in 90 days' temporary storage. You should inform Transportation about your plans for your effects in storage. You are allowed up to 90 days storage from your **day of entry on duty**, but you must let Transportation know whether to store your effects temporarily or authorize delivery immediately. **Beyond 90 days, you will be responsible for all storage costs.** The Government will still pay for the delivery and unpacking of your effects, but you must usually settle the extra charges with the storage company before delivery is allowed (and then voucher allowable expenses);

For UAB, movers are contracted only to bring it inside and to cut steel banding. They are not contracted to unpack it.

- 7) Schedule deliveries directly with companies - You must **schedule** the delivery of your shipments of effects or storage **directly with the companies involved.** The authorizations for transportation of effects will have been sent to the companies by Transportation, if you have informed Transportation of your plans. If your incoming shipment/s has/have arrived, the company must deliver your effects **within 5 working days of your telephone request** to them for delivery. Usually, a follow-up call to the delivery company the afternoon preceding the actual date of arranged delivery will provide you with an approximate time for the arrival of your effects the following day.



NOTE: Generally a minimum of 10 to 14 days is required to unload effects from a ship, clear them through Customs and move them to the inbound contractor in the Washington area.

- 8) Contact Transportation to learn which drive-away service will deliver your POV to you from port. **Remember to inspect your car very carefully before signing the service's release or receipt form.**

- 9) Prepare your receipts and documents in order to file your vouchers within the time limitation. For permanent change of station travel, vouchers must be submitted within 7 days of arrival at post. If you are in extended travel status or on training, your vouchers should be submitted within 7 days of the end of each 30-day period.
 - b. When you arrive at post in the United States, the **Transportation Division at Main State will:**
 - 1) Arrange for duty-free entry of your HHE, UAB, and POV;
 - 2) Advise you, **upon your request** for information, of the date of arrival of your UAB, HHE, or POV, and inform you of the name of the company **you must contact** to arrange for delivery of effects to your permanent quarters;
 - 3) Prepare for delivery of your effects, or authorization for up to **90 days' temporary storage** at government expense;
 - 4) Trace delayed or missing shipments;
 - 5) Assist with claims for damaged shipments.
3. **Supervise Your Unpacking Day**

a. **Your role** --

- 1) Decide on the arrangement of each room in your new residence - Before the movers arrive, you should know where you want furniture to be placed in each room. Start with rug placement, and then move to major pieces of furniture. Small items should be unpacked last. Before movers arrive, use your copy of your inventory to mark which room each carton should go in, as it arrives; this makes unpacking easier for both you and the movers. If you are expecting multiple shipments, HHE and storage for example, stage the delivery. Have the larger pieces, which are probably in storage, delivered first.
- 2) For your convenience, try to ensure that phone service, electricity, water, and other utilities are connected prior to your move-in day. At post abroad, check with your GSO regarding utilities and telephone service. In the U.S. make arrangements several days in advance. You are entitled to **one day** of Administrative Leave for unpacking. Your

Plan the placement of heavy objects carefully. The movers' contract does not require them to move objects several times as you search for the best location.

supervisor may grant a **second** day of Administrative Leave if needed. (3 FAH-1H-3465; <http://arpsdir.a.state.gov>)

Depending upon space in your neighborhood, you may have to ask your neighbors to leave extra space to accommodate the moving van.

If you run into problems, contact Transportation immediately. It is much easier to deal with difficulties "on the spot" than "after the fact."

- 3) Have cold drinks, paper cups (since your dishes will not yet be available), soap, extra paper towels and toilet paper available in your new residence. Especially if you have not moved in at all, even with your UAB, these are items you might not otherwise have on hand.
- 4) Arrange with your apartment management, or custodian if applicable, to have **access to elevator keys. Also, arrange with apartment management for space to accommodate the moving van.**
- 5) Direct the movers to carry out all services listed in section "b" below which you would like performed. **The delivery receipt or other document should not be signed until all the services that you desire have been completed.** Keep the phone number of your GSO or the Transportation Division **(800-424-2947)** or **(202-647-4140)** handy in the event you run into problems. (Try to unpack the box containing your phone early in the process).
- 6) During the unloading of your shipments, whether or not unpacking is done at that time, you should have a copy of your inventory and check off each item as it is unloaded. The inventory number of any item(s) missing should be noted on the delivery receipt.
- 7) If damage or loss is detected at the time of delivery, note exceptions on the delivery receipt **before signing**. Any damage done to your property or that of your neighbors must also be listed on the receipt. Failure to do so will relieve the delivery company of any liability for the loss or damage, and prevent the U.S. Government from honoring any subsequent claim. **If you do not unpack all the boxes on pack-in day, you should note "Contents Subject to Further Inspection" on the receipt before signing.** You have 75 days from the date of delivery either to file a complete claim for damage/loss or to send an intent-to-file memorandum to Claims via e-mail (ClaimsQuery@state.gov), FAX (202 647 2800), mail (A/LM/OPS/TTM/CL, Room 1245 - HST) or hand delivery. **Once the memorandum is sent, you then have two years from the date of delivery of the goods to submit the claim**

for damage/loss. However, it is to your advantage to file a claim within one year of receiving the goods.

- 8) See Part III-C of "It's Your Move" for more information on the Claims Act. You can also consult the INTRANET site: "Personal Property Claims" (<http://almopsttm.a.state.gov/claims.htm>). If your claim is for less than \$1,000, you may use the "Fast Track" form (DS1620F) available at the site given above.
- 9) For questions, you can contact the Claims Office by phone (202 736 7648, by e-mail (ClaimsQuery@state.gov), by mail (A/LM/OPS/TTM/CL-Room 1245 HST) or in person.

b. **Movers' responsibilities** --

- 1) Opening all lift vans and carrying the contents into your residence;
- 2) Placing items of furniture in appropriate rooms. **(Do not expect the packing company to move furniture around within a room more than once);**
- 3) Laying rug pads and rug. This is not applicable if furniture is already in place from a previous shipment. **The company will not move furniture to lay rugs or pads;**
- 4) Opening and unpacking all containers and placing kitchenware, chinaware, glassware, silverware, linens, etc., in specified locations (You may also elect to unpack containers yourself so as to know where items are placed.);
- 5) Setting up beds, including placing springs and mattresses on bed frames and installing mirrors on dressers;
- 6) Unpacking crates containing pictures and mirrors. You, however, are responsible for hanging them, not the contractor; and
- 7) Removing from your premises all trash, empty cartons and debris that result from the unpacking process. However, **if you choose to unpack some or all the containers later, the contractor is not required to make a second trip to your residence to dispose of the empty containers and packing materials.**

The Department and each post generally require that movers be courteous, neat, and in proper uniform. If you experience any serious problems with the manner in which your effects are delivered, please contact Transportation or your GSO.

B. INBOUND TRAVEL: ACCOUNTING FOR TICKETS AND ADVANCES

1. **Refunds and Airline Bonus Coupons, etc.** - Bonus tickets and bonus mileage given you by the airlines because of trips paid for by the Government, used to be U.S. Government property. However, on December 28, 2001, legislation was signed permitting the individual to use frequent flyer miles earned through USG funded travel either to up-grade accommodations for official travel or to obtain tickets for private travel. Upgrades of existing USG funded fares must be authorized in advance. Even if the legislation was signed in December of 2001, the authority applies retroactively to benefits received before the legislation was signed.
2. **Unused Tickets and GTRs (Government Travel Request)** - If you have government- issued tickets or unused GTRs left over after your travel is completed, you should turn them in to your GSO or file them with your voucher if you are assigned to the U.S. (Essentially, the GTR has been discontinued.)
3. **Filing Your Travel Voucher** - All travelers are responsible for accounting for disbursements of U.S. Government funds. You must use a travel voucher to itemize these expenses, providing your travel orders, original copies of your GTRs, your airline or train tickets, receipts for lodgings, etc., so it can be certified that funds were spent according to governing regulations. You are responsible for preparing and filing your travel voucher within 7 days of completion of Permanent Change of Station (PCS) travel. Reimbursement, however, often takes a month and the traveler is apt to receive bills from the trip before the funds for paying the bills have been received.
4. **Where to Get Help** - Travelers may get help from the **Travel Service Center in Room I258 Main State**, or when at post, from the Financial Management Officer (FMO) or his/her staff.

*Anywhere
you wander...*

A. PER DIEM, ALLOWANCES AND ADVANCES

1. **Travel Advance** - A travel advance is made for the express purpose of providing a person authorized to travel at government expense with funds to meet the authorized travel expenses.
2. **Applying for Allowances** - If you are eligible to apply for temporary lodging, foreign transfer, home service transfer, separate maintenance, or education allowances, you should apply for them on form SF-1190 which is available at the **Travel Service Center (Room 1258, Main State)** or on line: <http://arpsdir.a.state.gov> For more information, consult your GSO at post or the Travel Service Center.
3. **Per Diem** - Payment made to the traveler for each day in official travel or TDY status away from employee's permanent duty station to meet the cost of room and board. No per diem is payable for days of leave taken in conjunction with official travel.
4. **Travel Status** - For computing per diem, official travel begins at the time you leave your home, office, or other authorized point of direct departure and ends when you return to your home, office, or other authorized point at the conclusion of the trip.
5. **Temporary Quarters Subsistence Allowance-TQSA (DSSR 120)** - TQSA is a quarters allowance granted to you and your family for the reasonable cost of temporary quarters for a period not more than (a) three months after your arrival at a new post in a foreign area, but not longer than the date you begin to occupy permanent quarters; (b) one month immediately preceding your final departure from post abroad after the necessary vacating of permanent quarters. Rates and policy governing TQSA vary by post, and cover lodgings but not meals. You may receive an advance to cover TQSA.
6. **Foreign Transfer Allowance (FTA-Standardized Regulations 240; <http://aoprals.a.state.gov>)** - The FTA is an allowance for expenses that you incur incident to a transfer to a foreign post. It is composed of four parts:
 - a. **Lump-sum miscellaneous expense portion** - Single employees may be granted \$500 without having to itemize expenses. If the single employee itemizes, **he may claim up to the equivalent of one weeks salary.** Married employees may be granted \$1000 without having to itemize. If they do itemize, **they may claim up to the equivalent of two weeks' salary.** The salary of a GS-13/10—one week or two weeks—is the maximum anyone may claim—even if the employee's rank is above the GS13/10.

Allowable expenses include costs of:

- 1) disconnecting/connecting appliances or utilities;
- 2) converting appliances, including purchase of transformers;
- 3) cutting/fitting old rugs or draperies moved from old residence to new;
- 4) auto registration, driver's license, and catalytic converter removal;
- 5) utility fees or contract deposit not offset by eventual refunds.
- 6) fees associated with shipping domestic pet as cargo.

- b. **Lump sum wardrobe expense portion** - Rates vary, and offset only 2-zone transfers (posts are grouped into zones based on climate).
- c. **Pre-departure subsistence expense portion** - Allowance authorized in TA to apply to lodging, meals, laundry, and dry cleaning while you and your family are in temporary quarters. This portion is allowed for up to 10 days before final PCS departure from a post in the U.S. to a post abroad. Rates used are not to exceed the maximum per diem rate for the locality from which you are transferred (employee receives total rate, other family members over 12 receive 75% of the applicable rate, and members under 12 receive 50% of the rate). You may apply for advance of funds for the FTA.
- d. **Lease Penalty Allowance**—Offsets expense of breaking a lease incurred when transfer is required by USG. Maximum reimbursement is three months rent or terms of the lease—whichever is less.

7. Home Service Transfer Allowance (HSTA-Standardized Regulations 250; <http://aoprals.a.state.gov>) - The HSTA is an allowance for expenses that you incur incident to your establishment at a post in the U.S. You will be obligated to sign a statement that you will serve for an additional 12 months after transfer to the U.S., or be liable for repayment of this allowance. It is composed of four parts:

- a. **Lump sum miscellaneous expense portion** - Single employees may be granted \$500 without having to itemize expenses; or, they may be granted actual itemized amount of allowable expenditures, not to exceed one week's salary (or one week's salary of a GS-13/10, whichever is less). Employees with a family may be granted \$1000 or actual allowable expenses up to 2 weeks' salary (or 2 weeks' salary of a GS-13/10, whichever is less.)

Allowable expenses include costs of:

- 1) disconnecting/connecting appliances or utilities;
- 2) converting appliances, including purchase of transformers;

- 3) cutting/fitting old rugs or drapes moved from old residence to new;
- 4) auto registration, driver's license, and catalytic converter re-
- 5) utility fees or contract deposit not offset by eventual refunds; and
- 6) re-installing catalytic converter or making other necessary adjustments to POV.
- 6) fees associated with shipping domestic pet as cargo
- 7)
- b) **Lump sum wardrobe expense portion** - Rates vary, and offset only 2-zone transfers (posts are grouped into zones based on climate).
- c) **Subsistence expense portion** - Allowance may be authorized to apply to lodging, meals, laundry, and dry cleaning while you and your family are in temporary quarters at your new US post. This portion is allowed for up to 60 days after arrival at your US post, but may be extended for an additional 60 days for compelling reasons. The standard CONUS per diem rate is used—not the local per diem. The employee receives the total daily rate, other family members over 12 receive 75% of the applicable rate, and members under 12 receive 50% of the rate. The standard CONUS rate applies only to the first 30 days; for the second 30 days, 3/4 of the CONUS rates apply. You may apply for an advance of funds for HSTA.
- d) **Lease penalty allowance** – Offsets expense of breaking a lease abroad when dwelling is personally rented and transfer is unexpectedly required by USG.

B. WHY YOU NEED AN INVENTORY

The Inventory is the document the packer gives you when your household effects are packed out, either for shipment to or from post or to storage. This document is a "statement" of what the packer has picked up from you and may describe the condition of your goods at the time of packing. The inventory will be signed by both you and the packing crew chief. It should specify any high value items you are packing to ensure that the packer takes responsibility for them and is liable in case of their loss or damage. (See "Why You Need Insurance for Your Effects" on page 51.)

You should have a separate inventory list for each type of packing the company performs: UAB, HHE, storage, consumables, etc.

Remember, your INVENTORY is:

- ✓ The **RECORD** to use when your household effects arrive at their destination. By checking items off as they enter your home, any missing

items and/or items designated for storage and erroneously shipped are quickly identified;

- ✓ **EVIDENCE** that an item should have been placed in storage but was shipped, or vice versa. If effects that were marked for shipment are found in the storage lot, the packing company will be required to prepare them for shipment at no expense to the Government and can be assessed liquidated damages for unnecessary delay in preparing and releasing the shipment;
- ✓ The **BASIS** for filing a claim if there is a loss. The inventory serves again as evidence that the item existed and that the claim is legitimate. **Without a copy of the inventory, your insurance company and the Department's Claims Office will require substantial additional proof to establish that a loss has occurred.** (See "About the Claims Act" on page 51.);
- ✓ The **DOCUMENT** required when you request supplemental shipments from your storage. You must identify items to be removed from storage by their numbers assigned in the inventory, as well as by descriptions; and
- ✓ ***THE ONLY RECORD YOU HAVE THAT YOUR HOUSEHOLD EFFECTS WERE PACKED!*** A group of complete strangers has entered your home, removed your belongings and assured you that you will see your things again in the future. Without an inventory, you have no record that someone else has assumed responsibility for your effects while in transit and/or storage for their safe return. It is wise to compile a more detailed inventory for personal reference. This is helpful when removing items from storage or for determining the extent of loss if preparing a claim becomes necessary.

GET YOUR COPY OF THE INVENTORY AND CARRY IT WITH YOU!

C. FILING A CLAIM (<http://almopsttm.a.state.gov/claims.asp>)

Remember: The CLAIMS ACT is no substitute for insurance.

The U.S. Government provides limited compensation if there is loss or damage to employees' effects, incident to their official service. The Military Personnel and Civilian Employees' Claims Act of 1964 was not designed to serve as primary insurance -- only as a backup mechanism. The Act's limitations are detailed in the Foreign Affairs Manual; this brief summary is intended merely to acquaint you with the limitations of the Act. For specific guidance on filing a claim, please consult "Personal Property Claims" on the site given above. There is a "Fast Track" form (DS1620F) for claims of less than \$1,000. 6FAM 310 and the "Claims Packet" prepared by the Claims Office. (A/LM/OPS/TTM/CL, Room 1245-HST) might also be helpful. Every post should have a designated Claims Investigating Officer(CIO) to assist you. If you are filing a claim while in Washington, you can also contact the Claims Office directly (Room 1245 HST; TEL: 202 736 7648 or 202 647 4140).

NOTE: Once effects are delivered, you have 75 days to notify the Department of your intent-to-file a claim.



THE DEPARTMENT RECOMMENDS THAT EMPLOYEES OBTAIN FULL PRIVATE COMMERCIAL INSURANCE COVERING LOSS AND DAMAGE FOR THEIR EFFECTS AND AUTOMOBILES.

The **maximum** amount payable under the Claims Act is \$40,000 (\$100,000 for evacuations). However, there are restrictive per-item limits under the Claims Act and **reimbursement is not made for replacement value of an item, only for depreciated value in most cases.**

The Act authorizes payment for personal property only. It does not provide compensation for loss of real estate nor for such types of expenses as: loss of use, interest, carrying charges, cost of lodging or food while awaiting arrival of shipments, attorney fees, telephone calls, car rentals, inconvenience, or cost of insurance premiums.

The Act does not provide coverage for items you are wearing or carrying at the time of the loss or damage (e.g., watches, rings, wallets, etc.) nor while you are traveling without government orders—on vacation for example

The Claims Act does not provide coverage for theft of your cash, either while in transit or in storage.

Having sent in the intent to file, be sure to file the completed claim within one year of the receipt of goods. If you wait, your settlement may be reduced by 50%.

Every employee has the legal right to file a claim against the Department under this Act. ***You must notify the Department within 75 days of your intent-to-file a claim and the entire claim must be filed within two years from the date of delivery, or in the case of theft from quarters, two years from the date of the theft.. Please note that it is to your advantage, however, to file your claim within ONE YEAR of delivery or loss through theft from Government quarters.*** Sometimes, advance payment may be authorized up to 75% of the value of the loss if specifically requested; however, a claim must first be submitted and reviewed for appropriateness and valuation.

To simplify the Claims process, there is also a “Fast Track” process for claims under \$1,000 which uses DS 1620F. This is available through the site given above.

D. WHY YOU NEED PRIVATE INSURANCE FOR YOUR EFFECTS

Because you are transferring under government orders, your possessions are partially covered by the Military Personnel and Civilian Employees' Claims Act. This law provides for reimbursement of loss or damage to your shipments, up to \$40,000 (\$100,000 for evacuations).

The Department's contractors also assume some responsibility for your goods. The packing company is liable for loss and/or damage, however caused, to any article that it has packed while in its control or custody. **If you elect to pack any items yourself, the packing company will assume no liability whatsoever for damage to those items. Only private insurance will cover goods which are packed by the employee.**

Contract packers have a maximum liability above which they will not settle. This maximum liability is currently \$8.00/lb. Thus, a 5,000-pound storage lot would have a maximum value of \$40,000. This does not mean that you would receive this amount were your lot to be damaged or lost; it simply means that \$40,000 would be the maximum amount for which the contractor would be liable.



You should have private commercial insurance on your effects for the following reasons:

- ✓ The claims program pays replacement cost minus depreciation in most cases. Thus, any item lost will be reimbursed at less than replacement cost;
- ✓ The claims program recognizes that some few items appreciate. However, for the most part, items are depreciated and the employee would not recoup the current value.
- ✓ There are limits on the amount of reimbursement for certain items, such as expensive hobby equipment, jewelry, furs. Any value over these limits will have to be provided by commercial insurance; and
- ✓ Private insurance will enable you to cover the cost of replacement should you sustain a loss.

NOTE: Any private insurance you obtain should be for the **full** value of your effects. If you insure for less than 100%, the insurance company will pay only the percentage of your claim specified in your policy. You should also note that most insurance does not cover reimbursement for breakage, rubbing and marring. It only reimburses in the event of outright loss. **Before your goods are moved, be sure to determine whether your policy covers both loss and "breakage, rubbing and marring" or only loss. You also need to determine if you want to pay a bit extra to include a "replacement value" clause.**

If there is a loss, you should file with the Department and your commercial carrier. You do not have to file with all the carriers and packing companies that have been involved in your move. The Department now has authority to pay your claim before the claim is settled by the various transportation companies. The Claims Program Officer will pursue your claim with the individual transportation company(s) responsible for the loss or damage.

WHERE TO GO FOR INFORMATION: The Overseas Briefing Center (a part of the Transition Center) at the Foreign Service Institute has valuable information on insurance companies. (See pages 65-66 of "It's Your Move" as well.)

E. HOW TO MAKE MORE THAN ONE SHIPMENT



Your transfer orders are valid for one year from the date you arrive at post. As long as you have weight allowance left, you may request a supplemental shipment from your HHE allowance or consumables allowance. No supplemental air freight shipment is authorized, however. Keep in mind when shipping effects, that the total amount shipped, combined with the total amount in storage, cannot exceed the net weight allowance of 18,000 pounds. A further constraint may be determined by the type of housing at post, and whether or not there is space for additional items.

If, after arriving at post, you choose additional shipments, you must notify Transportation by e-mail, fax letter or phone explaining, in detail, what items are to be shipped. Transportation will then issue the necessary authorizations for the packer to remove the items from your storage or to pick up the items you have requested.

If you are having your items picked up from a residence or vendor, you must designate your own agent (a friend or family member) who will turn your effects over to the packer for shipment. **YOUR DESIGNATED AGENT WILL BE RESPONSIBLE FOR SCHEDULING THE PICKUP WITH TRANSPORTATION..**

If you request any part of your storage lot, give the inventory numbers and full descriptions of the requested items. Provide as much information as possible to ensure that you receive exactly what you want.



NOTE: A storage company is not authorized to open individual cartons to find a particular item. If you need a specific book or kitchen utensil, you must ship the entire carton that contains the item. There would simply be too much risk of loss or pilferage if cartons were allowed to be opened.

The Government will not pay storage on lots of less than 200 pounds. You should keep track of how much storage you have remaining after making supplemental shipments.

You may make more than one shipment, if you need to, but keep in mind that the cost of making several partial shipments is higher than the cost of making one entire shipment. The more separate shipments are handled (packed, put into storage, taken out of storage, re-loaded onto outgoing transportation), the more charges accrue. Please try to keep the number of shipments you make to a minimum. **Requests for more than two supplemental shipments** or multiple

requests for pick-ups of HHE from locations other than the residence will be decided by the Chief of the Transportation Division (A/LM/OPS/TTM/TO).

F. **SHIPMENTS TO OR FROM A POINT THAT IS NOT ON YOUR ORDERS OR COST-CONSTRUCTIVE SHIPMENTS**

Your TA explicitly states the point(s) where shipments can originate and terminate at government expense. ***Any other starting or ending points for your shipments will involve cost-construction.*** This means that the Government will pay the cost of moving your shipment between the points named in your TA, but if there are any extra costs because you select a different origin or destination, you will pay the additional charges.

Cost-constructive shipments must either begin at the authorized origin **or** terminate at the authorized destination; shipping between two points, neither of which is your official origin nor destination, is not authorized even on a cost-construct basis.



An employee has the option to ship his/her vehicle to an alternate destination on a cost constructive basis in lieu of shipment to his or her onward assignment abroad. (6 FAM 165.1 – d; <http://arpsdir.a.state.gov>)

For a cost-construct shipment, first the cost of moving the gross weight of your household effects between authorized points is calculated, and then the cost of moving your effects between the alternate points you designate is calculated. If the cost of the latter exceeds the cost of the former, you will pay the difference. If the cost calculation shows that the change in shipping points does not result in any extra cost, or even that the cost is less, the Government, not you, will receive any resulting financial benefit.

For example, suppose you are transferred from Paris to Bangkok but you wish to ship 1,000 pounds of household effects from San Francisco to Bangkok. If the cost of shipping 1,000 pounds of household effects from Paris to Bangkok is \$3,000 and the cost of shipping the same weight from San Francisco to Bangkok is \$4,000 you will have to pay the \$1000 in excess charges. If the cost of shipping 1,000 pounds from Paris to Bangkok is \$4,000.00 and the cost from San Francisco to Bangkok is \$3,000, you will not have to pay any freight charges.

Cost-construction also applies when you are splitting your HHE shipment between your new post and another destination. For example, suppose again you are going from Paris to Bangkok, and you are also shipping a portion of your effects from Paris to Boston for use by a child in college. As long as you are within your allowance and the 12-month limitation for the TA, the same cost comparisons would be made; only in this case, Paris to Boston would be compared with the authorized route Paris to Bangkok.

G. TRAVEL AND TRANSPORTATION IN CONNECTION WITH AN SMA GRANT (SEPARATE MAINTENANCE ALLOWANCE GRANT)

1. **Types of SMA Grants** - Involuntary SMA may be granted by the Government to help you maintain your family at a separate location away from post, when conditions at a foreign post are deemed to be unhealthy or dangerous. Voluntary SMA may be authorized upon your request when there are special personal needs or hardships that make you wish to maintain your family elsewhere. See your Personnel Technician in Washington, or your Human Resources Officer at post, for assistance in determining if your family is eligible for an SMA grant.
2. **U.S. Origin Point** - When your international assignment originates in the U.S. (example - New York City to Riyadh), your family members going on SMA may remain at the last official duty point, or travel to Washington, D.C. if you are authorized consultations in Washington on the way to post. Travel to home leave point would be on a cost-construct basis, compared to New York to Washington. If your family chooses to travel to Washington, household effects may be shipped to Washington and/or put into permanent storage at the designated point. UAB is authorized against any SMA travel authorization. (6FAM 148.2-1 g; <http://arpsdir.a.state.gov>) Shipment of a POV to Washington is not authorized. Temporary storage of effects sent to Washington is allowed for up to 90 days. Subsequent travel authorizations will provide for relocation from either the origin point or Washington as applicable.
3. **Transfer Between Foreign Locations** - When an international assignment originates abroad, family members going on SMA may be authorized to travel and transport household effects and UAB (see above) to Washington, D.C. or other authorized location. If home leave is authorized with the transfer, family members may travel to an SMA point via the home leave location, or remain on SMA at home leave point. Effects in storage (wherever located) may be moved to the SMA point or kept in storage at your discretion, subject to authorized weight restrictions.

If your family is located abroad and elects an SMA point abroad, they may ship effects and travel at government expense on a cost-construct basis, as compared with the cost of shipping the effects to Washington, D.C. or your authorized SMA location. Any additional costs must be borne by you. It should be noted that subsequent travel authorizations will be based on travel from the authorized SMA location or Washington. If you are reassigned to Washington, for example, your family would get little, if anything, in the way of travel allowances.

4. **Shipping Privately-Owned Vehicles to Involuntary SMA Location –** 6FAM 165.1 now includes authority to ship a POV from post to the authorized SMA location in the US (or on a cost-construct basis to an approved SMA location outside the US) when an employee receives involuntary SMA payments for his EFMs and when emergency POV storage is authorized.



NOTE: UAB is always authorized for travel against the Separate Maintenance Allowance (6FAM 148.2-1g-see above). HHE shipments to dependents on SMA are made based on employee's next set of orders and are limited by employee's authorized weight allowances. If employee's assignment is to a limited shipment post, 7,200 pounds will be split between shipment to SMA location and shipment to employee's new post.

H. FREQUENTLY ASKED QUESTIONS ABOUT CAR SHIPMENTS

Question: My car was wrecked and I cannot get spare parts; may I ship it back to the States instead of shipping it to my next post? If I don't ship it out of the country I have to pay duty on it. (I'll not ship it to my next post.)

Answer: Yes. According to 6 FAM 165.1-d; <http://arpsdir.a.state.gov>, you may ship your POV back to the US on a cost-constructive basis in lieu of shipment of a POV to your next post

Question: I'm shipping my new car to my new post. I have many spare parts. Can I ship them in the trunk of the car?

Answer: The parts may be shipped as part of your household effects. Do not attempt to ship them in the trunk of the car.

Question: I was authorized to ship my US-purchased, foreign-made car from the U.S. to my post; may I replace it at post with a foreign-purchased, foreign-made car and ship it back to the US?

Answer: Yes you may ship the car back to the U.S. You should consult with your GSO to be sure that the host country will permit a replacement vehicle. And if you wish to bring the car back to the US, you must be sure that it meets safety and emission standards.

Question: My POV is only a year old. I'm being transferred overseas and want to take it. It's a van-conversion (Starcraft). Are there any restrictions?

Answer: The Government will pay to ship a vehicle of gross size not exceeding 15 measurement tons (600 cubic feet); one measurement ton equals 2,000 pounds or 40 cubic feet. The employee must pay costs in excess of this size. Also, check the Post Report for import restrictions.

Question: If I didn't ship a car to post may I ship one back to the U.S.?

Answer: Yes, if you are being assigned to the U.S. and you're a Foreign Service employee. A civil service employee may not.

Question: I'm going overseas on transfer. My family is remaining here in the U.S. on separate maintenance allowance. Can I still ship a car?

Answer: Yes.

Question: When I transfer from Washington to Prague, may I ship a car from Germany instead? It's cheaper.

Answer: Yes, if you can find a dealer who will allow you to pay for the car and take title before the car is shipped. Only if ownership by the employee **before shipment** is clearly established, may the car be shipped. If, however, you ordered the car through a dealer in Prague, and never took title or obtained other proof of ownership before shipment, all costs associated with shipment must be borne by you. Another alternative would be to pick up a car at a factory that is on a direct route to your post, and then drive it yourself to post (this would be travel by mixed-modes). Obviously, this only works when there is a reasonable distance between factory and your new post.

Question: After two years at this post, I'm being transferred to a post in the Middle East. My two year-old car is a Ford. My new post is one of the Ford boycott countries. What should I do?

Answer: You should request authority for emergency storage, and shipment of another POV will be authorized. Remember that the storage authority will end with your departure from the boycotting country.

Question: My place of appointment was outside Washington, D.C. I was sent to Washington for nine months' training, and purchased a car while I was there. My orders authorize shipment of effects from my place of appointment and from Washington, but says "from place of origin" for shipping the car. Does that mean if I buy a car in Washington while here for nine months I can't ship it from Washington? Even if my orders authorize **effects** from Washington and the regulations say shipment of effects shall constitute shipment of a car?

Answer: The car can be shipped from Washington on a cost-constructive basis, compared to shipment to post from your place of hire. A privately-owned vehicle is not included in the definition of effects, although spare parts **are**.

Question: My car meets American emission standards. It's two years old and has served me well at this post. Now I'm being transferred, and my new post of assignment has more restrictive standards that my car can't meet. What should I do?

Answer: If the local Government will not authorize importation of the car, the POV will be authorized for emergency storage. Shipment of another car that meets local requirements will be simultaneously authorized. You must request emergency storage from HR/CDA/ASD.

Question: I plan to sell my car at post. On the way from my post to the U.S. I want to stop and buy a car. May I ship it from the purchase place? It'll be cheaper.

Answer: Yes you may. You would have to ship the car on a cost-constructive basis. Hopefully, you could enlist the assistance of the GSO at the embassy/consulate which is nearest to the purchase location. You would also have to present a copy of your travel orders that indicate that you are entitled to ship a car from your post back to the United States. If you were on post-to-post transfer, you could also ship the car which you had just purchased to the gaining post.

Question: I just love my little car that doesn't meet American standards. I'm being assigned to Washington where I only plan to remain for two years and then get overseas again. Can I store my car abroad for two years and then have it shipped to my new post?

Answer: You can store abroad at your own expense. You must check the laws and regulations of the country where the car is stored to ensure that the car can remain there and be shipped later when you have no status in that country. Subsequent shipment to your next assignment will be on a cost-constructive basis, compared to shipment from Washington to your new post.

Question: When I got to post I found I couldn't import my car. May I ship it to the U.S. for emergency storage? May I buy another to replace it and have it shipped from place of purchase to post?

Answer: Prior to transfer, employees are responsible for checking Post Reports to determine what POVs are permitted. If the car has **already** arrived at post and permission is now being sought to store in the U.S., the car can be returned and stored only at the employee's expense. If the POV has not yet been shipped from the previous post, you could sell your car. Only if restrictions of the country of onward assignment **prevent** your car's importation will the Government pay for shipment to emergency storage. You may then purchase another POV that meets the regulations of the country of onward assignment, and the U.S. Government will ship it cost constructively to your new post. When this assignment is over, the U.S. Government will stop paying emergency storage and will move only one of the cars to the next post. The employee is responsible for disposing of the other car.

Question: I was posted to Manila, and I ordered a car from Japan before leaving post. However, it didn't arrive until after I left. Can it be shipped to my next post (provided it is not the U.S.)?

Answer: Yes, but only if you have title to the car before its shipment.

Question: I'm due for a replacement vehicle. I'm transferring from Tokyo to Panama and would like to ship my current vehicle as far as San Francisco, use it on home leave, and then have the replacement vehicle shipped from Miami to Panama. May I do this?

Answer: No. Only one vehicle may be shipped on a given set of orders (exceptions include cases of authorized emergency storage). Accepting the vehicle in San Francisco would constitute the completion of the shipment.

Question: I understand that bringing a foreign car into conformity with US specifications can be very expensive. Where can I obtain more information on this?

Answer: You might consult the following web site: www.cbp.gov for detailed information.

NOTES ON WEBMOVE: WEBMOVE is a web-based tool that allows you to initiate your move request to Transportation via the Department's INTRANET. WEBMOVE applies to moves from Washington to an overseas post, from post to Washington, and from post to post. WEBMOVE helps to reduce problems associated with a move by introducing a one-step resource for starting the moving process. WEBMOVE can be found at: <https://webmove.a.state.gov>

*Problems,
Info., Do's
and Don'ts...*

A. IF PROBLEMS OCCUR

Help is only a phone call away. The entire Transportation Division is at your service. You should first try to resolve the problem with the Transportation Counselor who deals with the geographical area to which you are assigned. If the Counselor cannot solve the problem, s/he will suggest the names of others to contact for resolving the problem.

Transportation Operations Geographical Teams

202-647-4140 or Toll Free 800-424-2947

Chief-Transportation Advisory Section – Dave Anders 202-647-2988**Africa (AF/WHA)**

Shirley Simms: 202 647 4135
Brian McLaughlin: 202 647 4188

Europe (EUR)

Steve Fennell: 202 647 4179
Mary Cooper: 202 647 4168
Arlette Sulak: 202 647 4128

East Asia/Pacific (EAP)**Near East (NEA) and South Asia (SA)**

David Antio: 202 647 4127
Daniel Wiggins: 202 647 166

CONTACT FOR INBOUND/DOMESTIC SHIPMENTS

Heather Crisler : 202 647 4142

Chief, Transportation Division (A/LM/OPS/TTM)

Edward Brennan 202-647-4160

Chief, Transportation Operations Branch (A/LM/OPS/TTM/TO)

Ann S. Gibson 202-647-0209

Chief, Traffic Management Branch (A/LM/OPS/TTM/TM)

Luis Roque 202-647-3718

Regulations Section (A/LM/OPS/TTM/TR) – Rudi Keil (Acting): 202 647 3658

Claims Section (A/LM/OPS/TTM/CL) -Joan Padilla: 202 736 7061

E-Mail Generic Queries:

RegulationsQuery@state.gov
TransportationQuery@state.gov
ClaimsQuery@state.gov

B. PROBLEMS WITH PACKOUT

Help is only a phone call away! The packing firms used by the Department for DC-area pack-outs are under a contract which outlines specific Departmental requirements and obligations which must be fulfilled. If you are having a problem with an on-site pack-out, call Transportation Management, Contracts Section at ☎ 202-647-2919 for assistance. If necessary, an inspector can be sent to the pack-out or the packing firm may be contacted to resolve the problem. The telephone number for the Chief Inspector is: 202 647 7155. ***The important point to remember is to call immediately!*** Little help can be given or any actions taken by the Department if you wait until late in the day to complain; options are very limited on phone calls received after 4:00 p.m. Granted, not all problems happen early, but the sooner the call is made, the sooner action can be taken.

Remember that you also have obligations for the successful completion of a pack-out: **(1)** If you **change dates** for a pack-out, be sure Transportation has **confirmed** it with the packing company. Changes made by you directly with the company are outside of the established procedure and **problems will occur**. **(2)** The premises should not present risk or hazard to the packing crew personnel. This includes adequate workspace and a reasonably clean working environment. If conditions such as dirt, vermin, or debris exist, then the packout may be terminated. **(3)** Items should be grouped as much as possible so that all UAB is together, HHE surface items are together, and long-term storage items are designated separately. **(4)** Packing crew members are on-site to prepare and pack items for shipment and they **should not** be expected to take down draperies, perform housekeeping chores, or do other tasks not authorized in the contract. **(5) 'Special' or 'extra' services may be at your expense.** Things like bubble wrap or extensive crating (for antiques or other unusual items) which has not been approved by the Transportation Division may be charged to you personally.

Please do not change dates unless absolutely necessary. Any change must be made through the Transportation Counselor—not through the mover.

C. CONTRACT ENTITLEMENTS and OBLIGATIONS

The owner of the effects (or his authorized agent) must ensure that the premises from which the pack-out is to be done are in suitable condition to allow the packing crew members to accomplish their duties without risk. This includes adequate workspace and a reasonably clean working environment. If conditions such as dirt, vermin, debris, or other hazards to a safe and effective pack-out exist, then the pack-out may be canceled. In the rare instances when this happens, it is done in conjunction with the crew, the packing contractor's management personnel, the Government Packing Inspector, and the Transportation Division's Contracts Section. This is an interactive decision of parties involved and with the concurrence of the Department, based on contractual requirements. No contractor can be forced to put a

Remember that packers are not required to work in spaces where they are unable to stand upright or where entrance is by ladder.

crew at risk nor be expected to receive items for shipment or storage that may endanger the facility or lots under his care with infestation by rodents, vermin, or harmful insects. Nor can contractors be expected to ship or store dirty items which could further damage a shipment or be used as the basis for a claim. If a cancellation occurs, the inconvenience of rescheduling and any associated out-of-pocket expenses for clean-up, change in travel plans, or lodging, etc., would be borne by the owner of the effects. During the peak summer season, rescheduling quickly to accommodate the owner's plans may be very difficult to do and may cause additional stress and expense. Packing contractors have been requested to address this question, as applicable, during their survey. If the owner is advised during the pre-move survey that conditions exist which could result in a cancellation, the owner should request specific details as to what corrective actions should be taken.

Listed below are some of your major entitlements covered under the export packing contract.

1. Every item, except clothing and blankets, must be wrapped to provide sufficient protection and packed in a suitable container. Clothing and blankets must be neatly folded and packed in a suitable container lined with clean Kraft paper. Clothing should be packed **without** hangers.

Make sure the pre-pack inspector sees everything which is to be packed. Discuss special

2. If you have articles that are extremely **fragile** and may require special crating to ensure their safe transit or storage, **these items should be brought to the attention of the estimator at the time of the pre-pack survey.** If there are any questions concerning whether or not an item should be crated, call ☎ 202-647-4140 or 202 647 3718. **The additional weight of the special crating is chargeable against your weight allowance.** For permission to crate, you must obtain authorization from the Transportation Division. The packing company will handle your request. In some circumstances, you may have to submit a justification to the Transportation Division.
3. The contents of each carton must be marked on the outside in general terms, e.g., kitchen utensils, books, dishes, etc.
4. Each piece of furniture and each carton must be identified on the outside with a lot number and inventory number. Example: S-3456, #120. You might also want to add your last name and your destination to the outside of the wrapped article.
5. The packing crew must prepare, in duplicate, an accurate, legible inventory list of each piece of furniture or carton packed. The inventory must reflect the true condition of the property, describing the degree and location of any existing damage. **All high value items must be clearly indicated with their value shown on the inventory. Check the inventory before signing it.** This is your only receipt for the effects removed from your residence. It provides proof of ownership if it becomes necessary to file a claim for losses. Any discrepancies such as articles not being listed should be brought to the attention of the crew chief. A copy of the inventory should be obtained from the packing crew **before** your household effects leave your residence.



If a problem arises during the packing of your household effects and you need advice and/or assistance, please call the Transportation Operations Office at ☎202-647-4140 or ☎800-424-2947 or your GSO if at post.

D. RECEIVING MAIL AT POST

There are two very useful sites with detailed information about the APO/FPO Military Postal Service and about the State Department's Diplomatic Pouch and Mail Service(DPM). They are:

(1)<http://pouch.a.state.gov>

(2)<http://fsi.state.gov/fsi/tc/default.asp?Sec=overseas%20Briefing%20Center&Type=Notebook>

The second site address gets you to the "Foreign Service Assignment Notebook," published by the Overseas Briefing Center. Select Chapter Two entitled "Mail."

Basically, there are three means of receiving mail at post: (1) international mail—if it is reliable; (2)APO/FPO Military Postal Service; and (3)the DPM. Neither the APO nor DPM should be used to circumvent the employee's weight allowance. Nor will reimbursement be made for sending things via the APO.

APO/FPO facilities usually exist where there is a military contingent that requires APO/FPO support. Usually, packages are restricted to 70 pounds and 108 inches--which is length plus girth combined. Chapter Two of the "Foreign Service Assignment Notebook" (see above) has a list of all the APO/FPO zip codes. Both military and civilian personnel at a post may use the military system.

DPM has assigned a "street address" to every post. (e.g. Embassy Abidjan is: 2010 Abidjan Place) Both sites given above provide the complete list of "street addresses" for every post. There are also two zip codes with different functions. The old 20521 Dulles Virginia zip code plus the "street address" is used for **official pouch mail** to post. The new Dulles Virginia zip code, 20189, plus the "street address" is used for **personal pouch mail** to post. Personal pouch mail must have sufficient postage to cover charges for sending it from its US origin to Dulles, Virginia. Packages may not exceed 50 pounds nor exceed 17x18x32. The pouch site given above has a complete list of items that may not be sent via pouch. If possible, prohibited shipments that enter the DPM system will be returned to the sender. Otherwise, they will be destroyed. Prescription medicine may be sent including small (up to 6 ounces) quantities of liquid.

E. SENDING MAIL TO THE US FROM POST

Mail may be sent back to the US by using one of the three means mentioned above. The same weight and size restrictions indicated above apply. At posts where there is no APO/FPO, sending packages to the US may be limited. As a rule, **DPM will only send return merchandise** except that packages containing health-related items may be sent out for refill or repair. Some posts have a special program, run by the Employee Association, that enables personnel to send other packages out via DPM.

F. CONTROLLED STORAGE

Travelers in need of controlled storage for high value items like furs or oriental rugs (over \$1,500.00 per item) should contact their Personnel Technician (Room 4250; SA-3; 202 663 0405) for authorization. If authority is granted, the Personnel Technician will amend your TA. This authorization must include an inventory list showing the items specifically

authorized for controlled storage. Listed below are names of authorized controlled storage firms in the Washington DC area and the kind of controlled storage they specialize in.

Company**Kinds of Storage**

Interstate Van Lines
5801 Rolling Road
Springfield, VA 22152
703-569-2121

Oriental Rugs, Antique Items

Victory Van Corporation
950 South Pickett Street
Alexandria, VA 22304
703-751-5200

Miscellaneous Items, but no Furs

Nazarian Brothers Inc.
4801 Massachusetts Ave, NW
Washington, DC 200016
202-364-6666

Oriental Rugs, Antiques, Carpets

Ward Company, Inc.
3127 Colvin Street
Alexandria, VA 22314
703-823-200

Climate Controlled Storage of
paintings, sculpture, textiles
artifacts, antique furniture, rugs,
books, documents. No clothing or furs.

G.INSURANCE COMPANIES This list is not an endorsement of any individual company. It is supplied by the Overseas Briefing Center (OBC) for information purposes only. For the latest edition, check either OBC's Intranet website (<http://fsi.state.gov/fsi/tc> or verify it by e-mail to the OBC: FSIOBCInfoCenter@State.gov)

HUMCO-Marine, cargo and automobile

6777 Moravia Park Drive
Baltimore MD 21237-1019
TEL: 410 485 4000; FAX 410 485 1414
E-mail: humcoinc@aol.com (general information)
E-mail: humcoins@aol.com (international insurance)
Website: <http://www.humcoinc.com>

RUTHERFOORD INTERNATIONAL, INC**Marine transit and automobile**

5500 Cherokee Avenue, Suite 300
Alexandria VA 22312
TEL: 703 813 6500
800 274 0268
FAX: 703 354 2731
E-mail: tmack@rutherfordord.com

Website: www.rutherfordord.com

AFSA MEMBERS-Personal Insurance Plan**Household effects**

The Hirshorn Company
14 East Highland Avenue
Philadelphia, PA 19118
TEL: 215 242 8200
TEL: DC area: 202 457 0250; 1 800 242 8221
FAX: 215 247 6366
E-mail: hirshorn@netreach.net
Website: www.hirshorn.com

UNIRISC/UNICOVER, Inc.**Vehicle & personal property; marine insurance;****Foreign effects floater insurance**

2000 North 14th Street, Suite 500
Arlington, VA 22201
TEL: 703 797 3300; 1 800 424 9500
FAX: 703 524 755
E-mail: unicover@unirisc.com
Website: www.unirisc.com

USAA**Automobile, renter, home, household effects**

Eligibility: Active and retired military officers; Foreign Service
Officers and FBI agents
9800 Fredericksburg Road
San Antonio, TX 78288
TEL: 1 800 531 8080
FAX: 210 498 0551
Website: www.usaa.com

CLEMENTS INTERNATIONAL**Transit, automobile & household effects**

1660 Street, NW - 9th Floor
Washington, D.C. 20036
TEL: 202 872 0060; 1 800 872 0067
FAX: 202 466 9064
E-mail: info@clements.com
Website: www.clements.com

THE EMBASSY PLAN-Harry M. Jannette**Auto insurance, personal effects, transit, personal liability**

8111 LBJ Freeway, Suite 585
Dallas TX 75251-1334
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GEICO OVERSEAS

Auto, marine transit, personal effects

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FAX: 540 286 7456

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Website: www.geico.com

H. DO'S AND DON'TS WITH UAB

Your unaccompanied air freight (UAB) shipment should be the first shipment that arrives at post. You will want to ensure that it contains items that will help hold you over until your household effects arrive. With this in mind it is recommended that you:

- DO** Follow the **guidelines** in **THIS** booklet.
- DO** Make sure that your shipment is within the authorized **GROSS** weight allowance.
- DO** **Pay** any overweight charges prior to departure
- DO** **Hand-carry** valuables, important documents, and medications.
- DO** Contact your **General Services Officer** or the **Community Liaison Officer** for advice on items that will be needed soon after your arrival.
- DO** Make sure items fit in authorized air freight tri-wall cartons which measure between 12 (3x2x2) and 15 (3x2x2.5) cubic feet.
- DO** Pack electronic items such as computers or televisions in their original cartons that afford the best protection against rough handling. Though the USG will honor claims for electronic goods damaged in UAB, obtain private insurance.
- DON'T** Place **firearms** in or **ammunition** UAB Shipment.
- DON'T** Pack **hazardous materials** (e.g., ammunition, flammable liquid, pool chemicals, car battery, etc.) in your UAB.
- DON'T** Ship **valuables** or any **medication you may urgently need** in your UAB.
- DON'T** Ship **important documents** such as **tax records, passport, shot records**, in your UAB.
- DON'T** ship **alcohol** or other items that might be considered contraband by Customs here or abroad.

I. INFORMATION ON EXPORTING, STORING AND IMPORTING FIREARMS

If you plan to export firearms, you must contact U.S. Customs at:

US Customs Service
1301 Constitution Ave, NW, Room 4128
Washington, DC 20229
703-661-3660

EXPORT: U.S. Customs will ask you to bring the firearms to the above address and fill out a CF 4457. Registering your firearm with Customs will ensure a smooth clearance process when you try to bring the firearm back to the States.

STORAGE: If you intend to store your firearms, it is recommended that you record all serial numbers before releasing the firearms to the packer. Notwithstanding the \$1,500.00 limit, controlled storage of usable (i.e., in working condition) firearms may be authorized. You must request controlled storage authorization from your Personnel Technician. (202 663 0405)

IMPORTING: To obtain the form necessary to import foreign-purchased firearms—Application and Permit for Importation of Firearms (ATF #6), please write:

Bureau of Alcohol, Tobacco & Firearms
7943 Angus Court
Springfield, VA 22153
ATTN: Forms Requests

To receive further information on importing foreign-purchased firearms into the United States, please call (202-927-8380; www.atf.treas.gov)

J. AMMUNITION

The Department **WILL NOT** ship or store any form of **ammunition**.

POST RESTRICTIONS:



Be sure to talk to your Post Management Officer, the Post Administrative Officer or Post Regional Security Officer (RSO) regarding firearm restrictions at post.

K. HAZARDOUS ITEMS - KNOW YOUR FREIGHT

Many common items become dangerous goods when being transported. They must be identified, packaged and certified according to government regulations. All shippers and carriers must comply with these rules. **Violators are subject to penalties as high as \$25,000 and/or up to 5 years in prison.**

DO NOT INCLUDE:

The DOS cannot now ship empty or even new propane gas cylinders for barbecues.

- ✓ **EXPLOSIVES** (e.g., fireworks, ammunition, gunpowder)
- ✓ **GASES** (e.g., spray cans, medical oxygen, propane gas cylinders)
- ✓ **FLAMMABLE LIQUIDS or SOLIDS** (e.g., gasoline, paints, or matches)
- ✓ **OXIDIZERS** (e.g., fertilizers, swimming pool chemicals)
- ✓ **ORGANIC PEROXIDES** (e.g., fiberglass repair kits)
- ✓ **POISONS** (e.g., pesticides, weed killers, rat poisons)
- ✓ **INFECTIOUS SUBSTANCES** (e.g., bacterial cultures, viral organisms)
- ✓ **RADIOACTIVE MATERIALS** (e.g., radioactive medicines, nuclear metals)
- ✓ **CORROSIVES** (e.g., acids, alkalis, car batteries)

With questions about specific materials, consult with your packing company. They have very specific lists of materials which they consider hazardous and which they are unable to pack. You might also call the toll-free industry-sponsored Chemical Referral Center in Washington, DC at ☎ 800-262-8200. (<http://www.chemtrec.com>) Carrier regulations may vary. Be certain to verify your carrier's policy by checking with the cargo department.

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